REACH-IT Industry User Manual

Part 07 – Joint Submission

Document history

Version	Changes
1.3	May 2010 Updated to reflect enhanced joint submission functionality in REACH-IT 2.0.5.
1.2	March 2010 Aligned manual to REACH-IT 2.0 and IUCLID 5.2.
1.1	December 2009 P 6: Additional text in chapter 2.2 for the Lead and Member and link to relevant additional information. Minor textual revisions.
1.0	December 2008 First version.

Reference: ECHA-08-B-15-EN
Issue date: 31 May 2010
Language: English

If you have questions or comments that relate to this document, please send them using the information request form to ECHA helpdesk. Quote the reference and issue date as stated above. The information request form can be accessed via the ECHA website under the section for the REACH helpdesk at the following address:

http://echa.europa.eu/reach/helpdesk/echahelp_en.asp

© European Chemicals Agency, 2009. Reproduction is authorised provided the source is fully acknowledged in the form "Source: European Chemicals Agency, http://echa.europa.eu/", and provided written notification is given to the ECHA Communication Unit (info@echa.europa.eu).

Table of Contents

Document history 2
Table of Contents 2
Table of Contents 3
Table of Figures 4
1 Introduction 5
2 General concepts of Joint Submission 6
2.1 Link to the REACH regulation 6
2.2 Lead and Member registrant roles 6
2.3 The Joint Submission 6
2.3.1 Substance identification 6
2.3.2 The security token 7
2.3.3 Third Party Representative (TPR) 7
2.4 Dossier submission in a Joint Submission 7
2.4.1 Chronology of submissions 8
2.4.2 Dossier information requirements 8
2.4.3 Processing of joint submissions 8
3 Step-by-step instructions 10
3.1 Create Joint Submission 10
3.1.1 Step 1 – Identify substance 10
3.1.2 Step 2 – Enter the Joint Submission information 17
3.1.3 Step 3 – Select the appropriate contact person 17
3.1.4 Step 4 – Select a Third Party Representative (optional) 18
3.1.5 Step 5 – Validate creation 18
3.2 Confirm membership in Joint Submission 20
3.2.1 Step 1 – Enter Joint Submission name and security token 21
3.2.2 Step 2 – Indicate contact 22
3.2.3 Step 3 – Select Third Party Representative (optional) 25
3.2.4 Step 4 – Validate confirmation of membership 25
3.3 View Joint Submission 27
3.3.1 Assign New Lead functionality 33
3.3.2 Manage token functionality 35
3.3.3 Modify contact details in the Joint Submission 36
3.3.4 Delete a Joint Submission 38
3.3.5 Leave a Joint Submission as a Member 39
3.3.6 Leave the Joint Submission as a Lead 40
3.3.7 Take the Lead of a Joint Submission 40

Table of Figures

Figure 1: Create Joint Submission page (from the menu) 11
Figure 2: Search substance page (for the Joint Submission) 12
Figure 3: Result of the Substance search via the reference number 13
Figure 4: Substance identification wizard page 14
Figure 5: Search EC Substance page (for adding constituents) 15
Figure 6: Adding a constituent to the substance 16
Figure 7: Confirmation of adding a constituent to the substance 16
Figure 8: Joint Submission information page 17
Figure 9: Joint Submission contacts page 18
Figure 10: Third Party Representative 18
Figure 11: Validation page 19
Figure 12: Joint Submission successfully submitted page 20
Figure 13: Confirm membership page (from the menu) 21
Figure 14: Security Token page 22
Figure 15: Select Contacts tab 23
Figure 16: Add/Edit Contact page 24
Figure 17: Contacts page – contact person type 24
Figure 18: Third Party Representative 25
Figure 19: Validation tab 26
Figure 20: Conclusion page 27
Figure 21: View Joint Submission page 28
Figure 22: Substance identity criteria page 29
Figure 23: View Joint Submission page 30
Figure 24: Member Joint Submission details page 31
Figure 25: Lead registrant Joint Submission page - Specific buttons (functionalities) 32
Figure 26: Assign Lead to Member page 33
Figure 27: Confirm Assign (new) Lead page 34
Figure 28: Confirmation button for the new Lead 34
Figure 29: Accept Lead page 35
Figure 30: Manage Counter page 36
Figure 31: Joint Submission contacts page 37
Figure 32: Update Contact (person) page 38
Figure 33: Confirm Delete page 39
Figure 34: Confirmation message for leaving a Joint Submission 40

1 Introduction

The Industry User Manual (IUM) is the reference manual that describes to industry users how they can submit and view data within REACH-IT. As REACH-IT evolves, additional and updated parts of this IUM will be released and made available via the ECHA website.

Prior to using this Part 7 (Joint Submission), it is strongly recommended that the user reads Part 1 – Getting started with REACH-IT, where the following topics are discussed in more detail:

- structure of IUM
- conventions used, in terms of icons, text, buttons, links, etc.
- background information on REACH-IT and its link to the IUCLID 5 website and application

How to get additional support is also described in Part 1. Each subsequent part of this IUM will therefore cover the step-by-step instructions to perform the tasks required for submission of data under REACH.

2 General concepts of Joint Submission

2.1 Link to the REACH regulation

Manufacturers, Importers or Only Representatives are individually obliged to submit a registration for each substance they are responsible for. In cases where a substance is manufactured or imported by more than one company, potential registrants are required to submit certain information together. This is called the Joint Submission of data.

Joint Submission may apply to a substance to be registered [REACH, article 11], including on-site or transported isolated intermediates [REACH, article 19] and it may also apply to a substance for which a C&L notification is required.

Registrants are required to jointly submit information on the hazardous properties of the substance, its classification and labelling and testing proposal(s) (if any). It is also possible to jointly submit the chemical safety report and guidance on safe use (REACH, Article 11) if an agreement among the participants of the Joint Submission is reached.

2.2 Lead and Member registrant roles

Each Joint Submission will have a Lead registrant (referred to as the Lead hereinafter). The company taking the role of the Lead will have the following responsibilities:

- Creation of the Joint Submission in REACH-IT
- Submission of the Lead dossier
- Management of the Joint Submission (e.g. management of the security token).

The other companies participating in the Joint Submission are known as Member registrants (referred to as the Members hereinafter). Members will have the following responsibilities:

- Confirmation of their membership in the Joint Submission in REACH-IT
- Submission of their member dossiers.

The basics of the process are explained in chapters 2.3 and 2.4, and chapter 3 provides step-by-step instructions.

2.3 The Joint Submission

This chapter describes some of the key elements of a Joint Submission in REACH-IT.

2.3.1 Substance identification

Each Joint Submission is for a particular substance. This substance is defined by the Lead during the creation of the Joint Submission. The Lead may define the substance identity for the Joint Submission based on one of the following:

- One of the company's pre-registered substances (pre-registration number).
- One of the company's inquired substances (inquiry number).
- One of the company's already registered substances, including the NONS (Notified substances under directive 67/548/EEC) (registration number) for which the registration number has been claimed.

If none of the above is applicable, the user can define the substance via the same method as the one used for the pre-registration.

However, in that case, the user must provide an explanation as to why he did not

indicate a pre-registered/inquired substance, or an already registered one.

2.3.2 The security token

A security token is an automatically created string of alphanumeric characters for the Joint Submission during the creation process and made available to the Lead creating the Joint submission. The purpose of this security token is to ensure the definite association of the Lead and the Members in the Joint Submission. Together, the Joint Submission name and the security token can be thought of as a user id and password used specifically for confirming membership in the Joint Submission.

The security token is shared by the Lead with all the potential Members who use it to confirm their membership in the Joint Submission (see chapter 3). In practice, the potential Members need to enter the Joint Submission name and the corresponding security token to start the confirmation of their membership in the Joint Submission.

Each security token has a limited validity of 30 days from its creation. When it expires, only the Lead can create a new security token in REACH-IT for the Joint Submission.

The Lead has to communicate with the potential Members about the security token outside of REACH-IT (e.g. via e-mail).

The Lead may create a new security token at any time. The consequence of this is that the previous security token will become invalid and is replaced by the newly created one. This will allow the Lead to have more control over who is able to join the Join Submission if he feels that the original security token's confidentiality has been compromised.

If a potential Member enters an **invalid security token** (when trying to confirm membership) more than the set maximum of 5 times, REACH-IT will prevent further attempts. In this case, both the potential Member and the Lead are informed by REACH-IT (via internal message) that the maximum number of invalid attempts to enter the security token has been reached. The potential Member will need to contact the Lead (outside of REACH-IT) and ask for his counter of invalid attempts to be reset to zero. Once the Lead has reset the potential Member registrant's counter of invalid attempts, the potential Member may again try confirming his membership using the valid security token.

If a potential Member enters an **invalid Joint Submission name** (when trying to confirm membership) more than the set maximum of 5 times, REACH-IT will prevent further attempts. In this case, the potential Member will need to contact ECHA to have his counter of invalid attempts reset to zero before being able to try again.

2.3.3 Third Party Representative (TPR)

Both the Lead and Members may choose to conceal their identity in a Joint Submission by the use of a Third Party Representative (TPR). Companies may define a TPR during the creation of a Joint Submission or during confirmation of membership. If a company defines a TPR, his own contact details (which he nevertheless needs to define) will not be displayed to other companies (Lead or Member) in the Joint Submission but rather the TPR's contact information will be displayed instead.

2.4 Dossier submission in a Joint Submission

Participants of a Joint Submission will submit dossiers to ECHA via REACH-IT which supports the submission of dossier files that have been prepared outside the REACH-IT system, in IUCLID 5.

2.4.1 Chronology of submissions

In terms of chronology, the Lead will submit the lead dossier for the Joint Submission first. Members covered by the Joint Submission can be identified (optional) in the lead dossier (IUCLID 5 section 1.5).

Only once the lead dossier for the Joint Submission is accepted for processing, in other words, has passed the business rules check step, may Members submit their member dossiers. The Joint Submission page in REACH-IT will indicate to Members when the lead dossier has passed the business rules check and that they may now begin submitting their respective member dossiers.

2.4.2 Dossier information requirements

The information that needs to be submitted jointly is provided only by the Lead on behalf of the others. The Lead takes the responsibility to create a IUCLID 5 dossier containing all REACH requirements related to the maximum tonnage band within the Joint Submission. Therefore, the Lead shall use the IUCLID 5 dossier template accordingly.

Each Member of the Joint Submission shall submit separately and individually the following administrative information:

- Legal entity identity
- Substance identity
- Information on the Manufacture and on the use(s) of the substance including tonnage as well as some exposure information for substances registered in quantities of 1 to 10 tonnes.

Members shall use the “Member of a Joint Submission” dossier template to prepare their member dossiers.

A Manufacturer or Importer may decide to opt-out from some parts of the joint registration dossier (opt-out of Joint Submission). Possible reasons for opting-out could be disproportional costs, the disclosure of information would be likely to lead to substantial commercial detriment, or disagreement with the Lead on the selection of the information submitted in the Lead registration.

A Member of a Joint Submission may also decide to opt-in (i.e. choose explicitly to participate in) for one or more confidentialities claimed by the Lead in the lead dossier. The opt-in has to be indicated in REACH-IT. Please note that an opt-in will incur additional fees.

2.4.3 Processing of joint submissions

As for all other submissions to REACH-IT, each Joint Submission dossier (both Lead and Member) undergoes the REACH-IT business rules checks (BRs), Technical Completeness Check (TCC) as well as all steps related to invoicing. For more information on these topics you are referred to the following user manuals:

- Data Submission Manual 4 - How to Pass Business Rule Verification ("Enforce Rules")
- Data Submission Manual 5 - How to complete a technical dossier for registrations and PPORD notifications
- Industry User Manual Part 6 – Dossier submission

Specific to Joint Submissions, the following processing principle applies: Members are only complete once the respective Lead is complete.

If a member dossier is processed through the Technical Completeness Check and invoicing quicker than the respective lead dossier, the member dossier will be held waiting until the lead dossier has been successfully processed. Member dossier processing will only be completed and a reference number (e.g. registration number) issued to the Member after a reference number has been issued to the Lead.

The reason for not issuing a reference number to Members before the Lead of the Joint Submission has successfully completed the registration process is that the Members are dependent on the information provided by the Lead to be fully compliant with REACH regulation information requirements.

3 Step-by-step instructions

Joint submission in REACH-IT is started by the creation of the Joint Submission. This process is described in chapter 3.1.

The creation of the Joint Submission is to be undertaken by the Lead only.

As a result of the process, the Joint Submission is created and stored in REACH-IT. At the end of the Joint Submission creation process, the Joint Submission security token is made available to the Lead via an internal REACH-IT message. The Lead will communicate the security token to the potential Members, so that they can confirm their membership to the Joint Submission. Confirming membership in a Joint Submission is described in chapter 3.2.

Potential Members need both the name of the Joint Submission and the security code to be able to confirm their membership.

Once the Joint Submission has been created in REACH-IT, the Lead may submit the Lead dossier referring to this Joint Submission.

Once Members have confirmed membership in the Joint Submission and the Lead has submitted the lead dossier, Members may submit their member dossiers referring to this Joint Submission.

Chapter 3.1 of this manual deals with the Joint Submission creation and applies only to the Lead.

Chapters 3.2 onwards will be of interest to both the Lead and the Members of the Joint Submission.

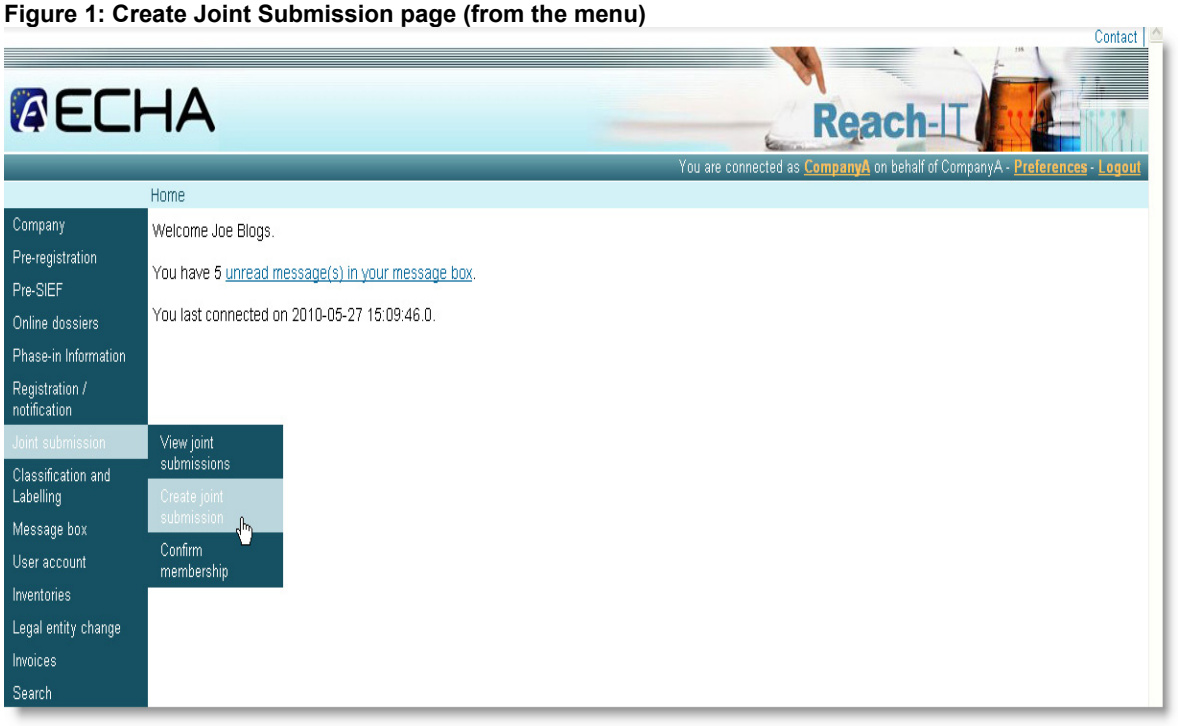
3.1 Create Joint Submission

The creation of a Joint Submission is a five-step process which REACH-IT will guide the user through via a wizard. The creation of a Joint Submssion is undertaken by the Lead only.

3.1.1 Step 1 – Identify substance

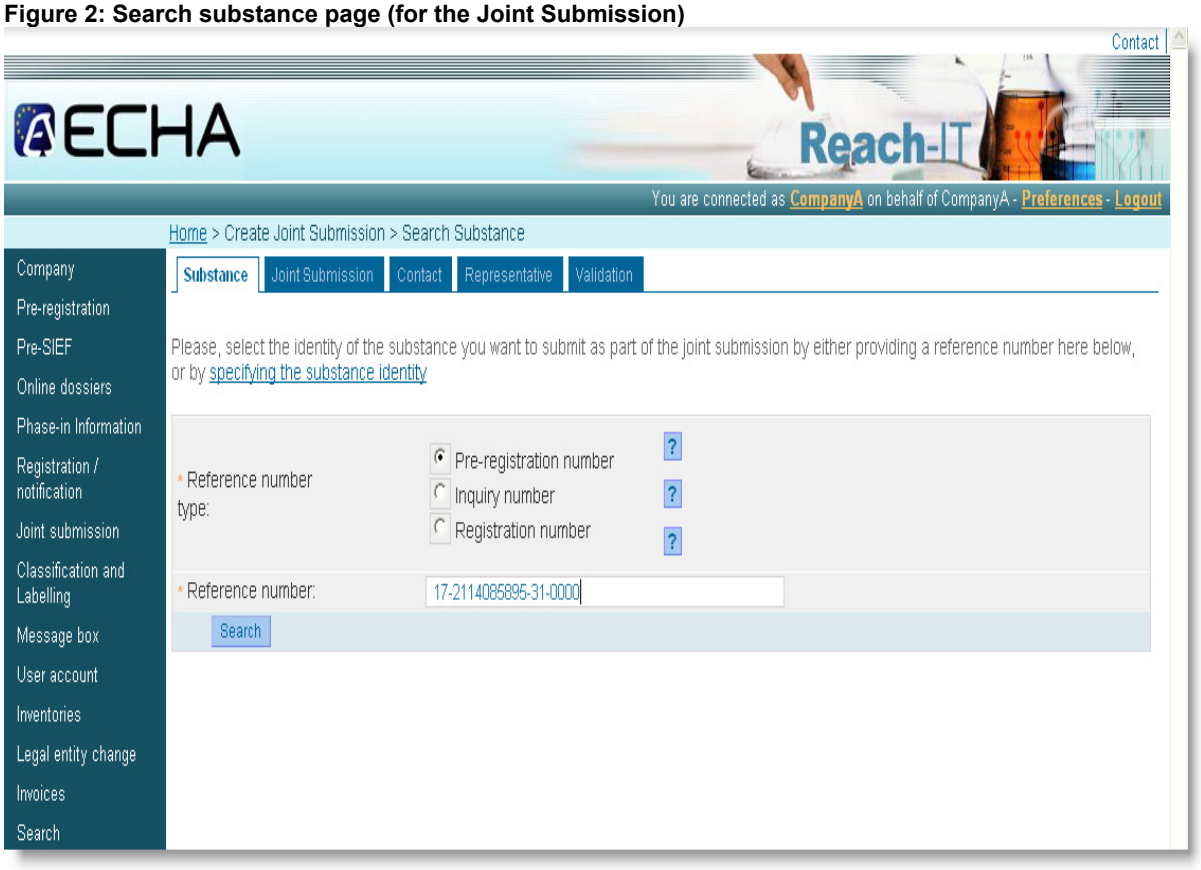
From the home page, click <Joint submission> followed by <Create joint submission> (Figure 1).

Figure 1: Create Joint Submission page (from the menu)



The <Create joint submission substance> page opens (Figure 2). First you need to select the appropriate substance.

Figure 2: Search substance page (for the Joint Submission)

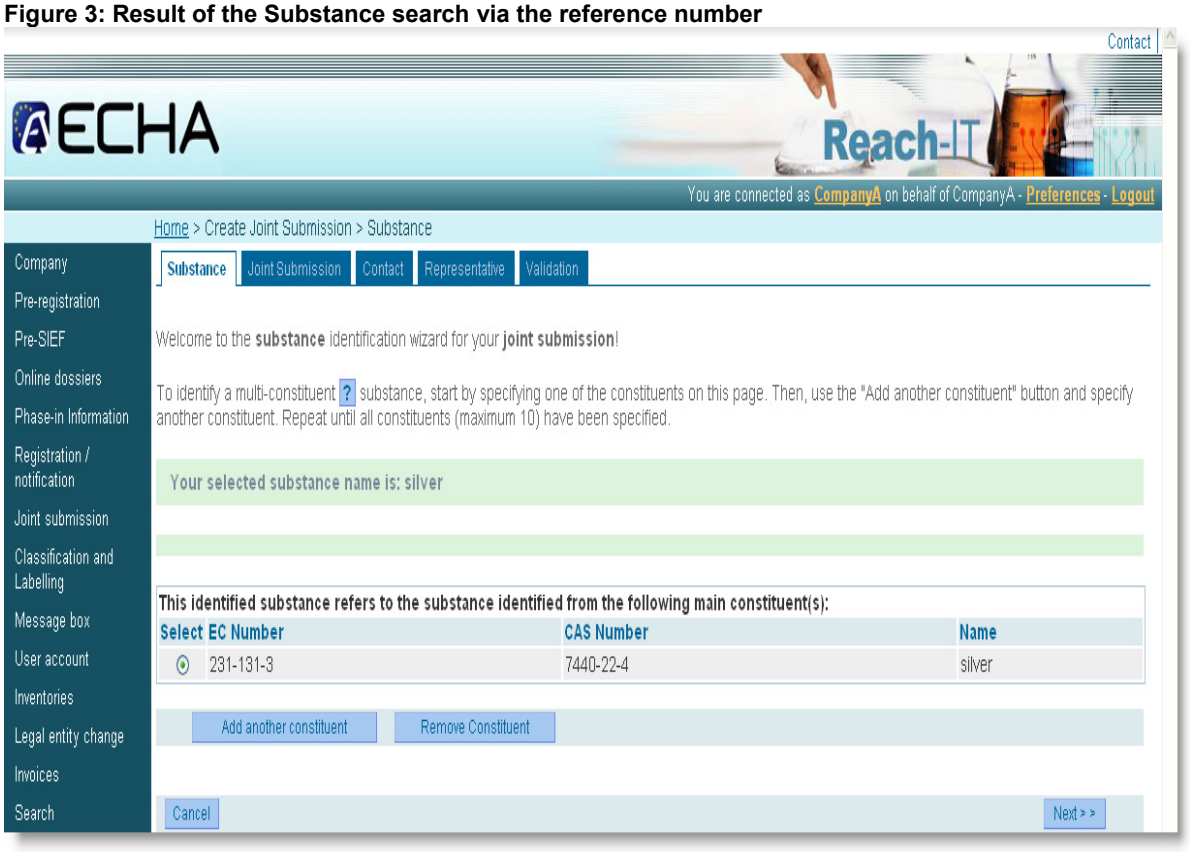


You can either select the substance of the Joint Submission by providing a <Reference number type> (pre-registration, inquiry or registration number) and <Reference number>, or by <specifying the substance identity>. Both options, 'Search via reference number type' and 'Search via specification of the substance identity', will be discussed below.

Search via reference number type

A <Pre-registration>, <Inquiry number> or <Registration number> can be given to identify the substance of your Joint Submission. To conduct the search, enter the relevant mandatory (*) <Reference number type> (click on the corresponding radio button) (Figure 2) and fill in the number in the mandatory (*) <Reference number> entry field. Click on <Search> (Figure 2) and the result page is displayed (Figure 3).

Figure 3: Result of the Substance search via the reference number



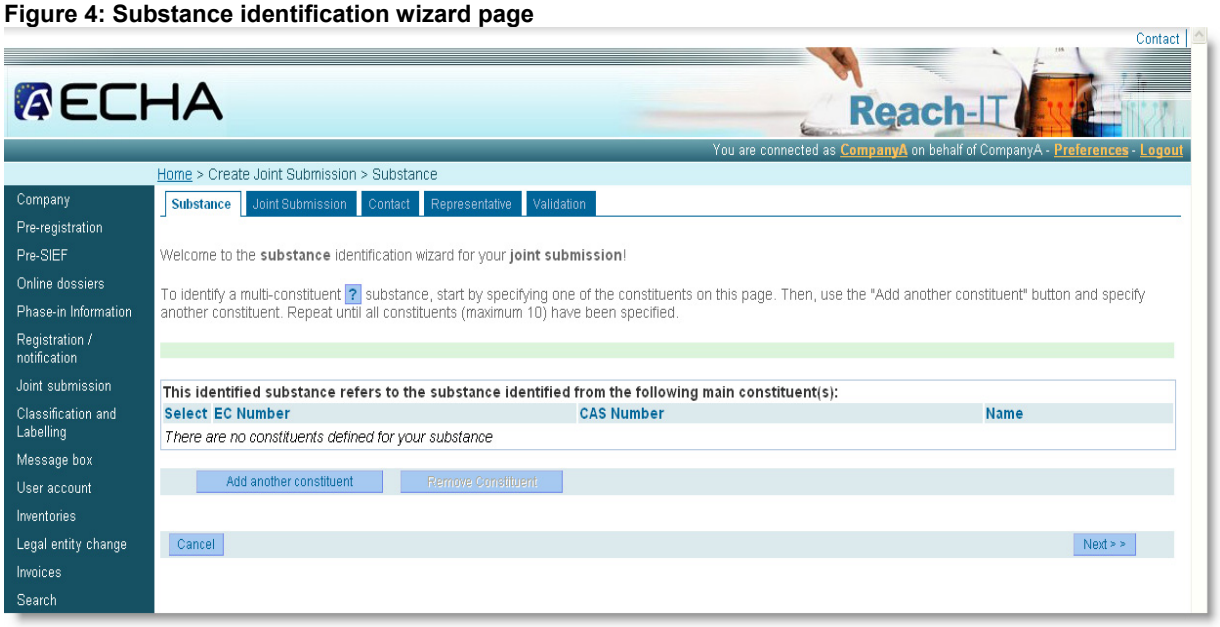
You can then proceed with the next step as described in chapter 3.1.2 (Step 2 – Enter the Joint Submission information).

Search via specification of the substance identity

When the substance has not been pre-registered, inquired upon or does not have a registration number, the search is done by <specifying the substance identity> (Figure 2).

You can then manually select the identity of your substance. Click the link <Specifying the substance identity> (Figure 2) and the substance identification wizard page opens (Figure 4).

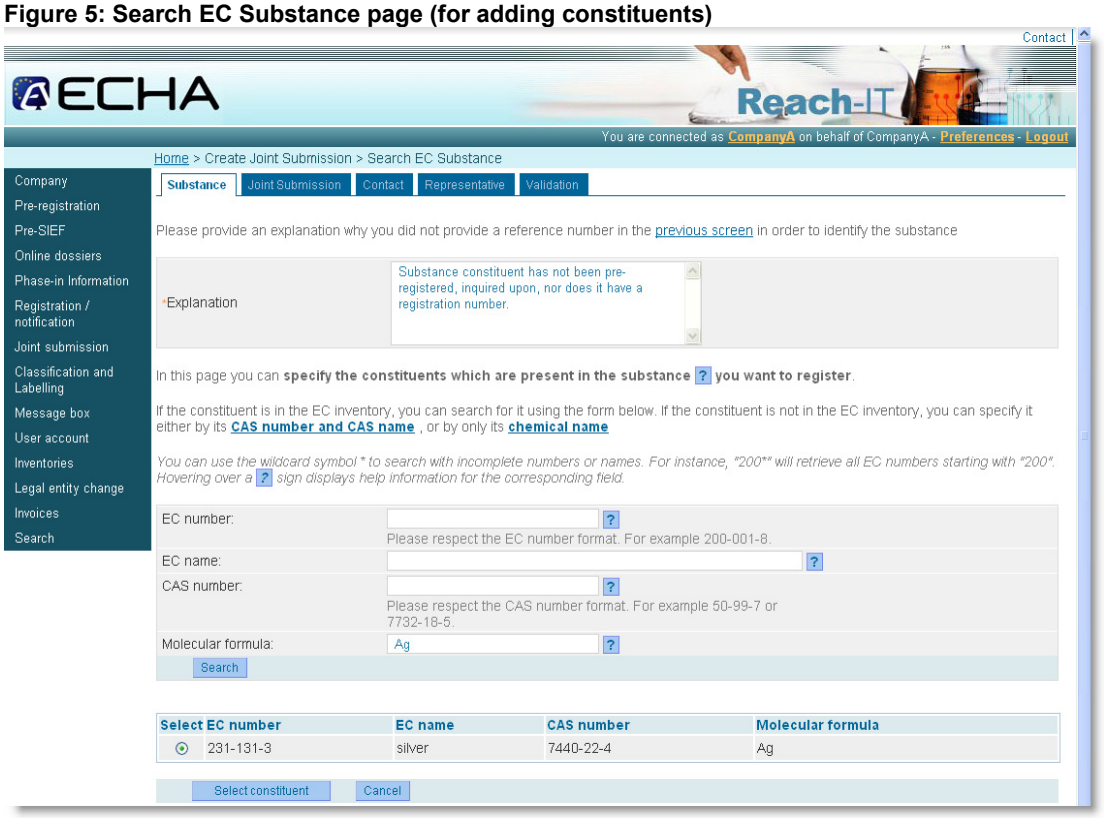
Figure 4: Substance identification wizard page



Click on <Add another constituent> (Figure 4), to identify the constituent(s) of your substance (Figure 5). After entering the compulsory justification text in the <Explanation> field, you can search for a constituent via the <Search> option. You can specify the constituent by <EC number>, <EC name>, <CAS number> or <Molecular formula>, and also using the search wildcard asterisk (*) in the entry field.

In the screen below we use <silver> as an example in the <EC name> entry field followed by clicking on the button <Search>. The search result is shown at the bottom of the page (Figure 5) and pertains to <silver>.

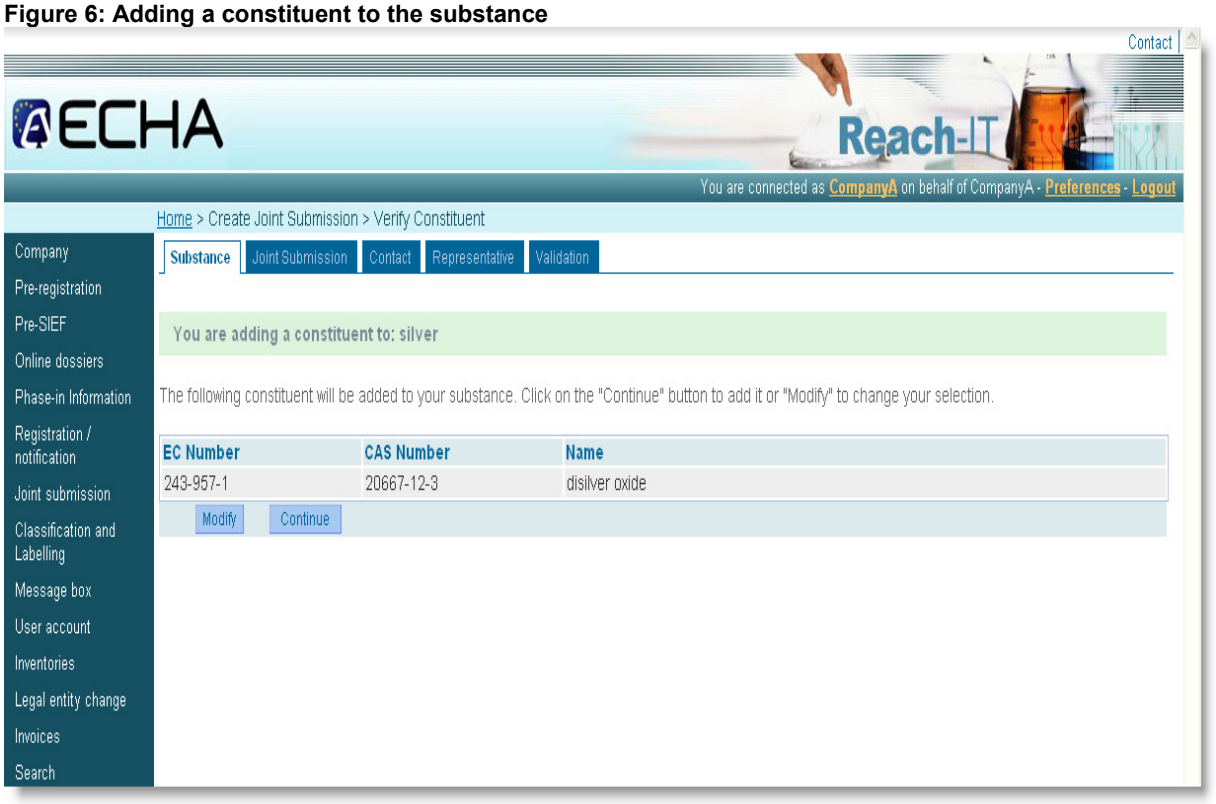
Figure 5: Search EC Substance page (for adding constituents)


Contact
ECHA
Reach-IT
You are connected as CompanyA on behalf of CompanyA - Preferences - Logout
Home > Create Joint Submission > Search EC Substance
Company
Pre-registration
Pre-SIEF
Online dossiers
Phase-in Information
Registration / notification
Joint submission
Classification and Labelling
Message box
User account
Inventories
Legal entity change
Invoices
Search
Substance
Joint Submission
Contact
Representative
Validation
Please provide an explanation why you did not provide a reference number in the previous screen in order to identify the substance
*Explanation
Substance constituent has not been pre-registered, inquired upon, nor does it have a registration number.
In this page you can specify the constituents which are present in the substance you want to register.
If the constituent is in the EC inventory, you can search for it using the form below. If the constituent is not in the EC inventory, you can specify it either by its CAS number and CAS name , or by only its chemical name
You can use the wildcard symbol * to search with incomplete numbers or names. For instance, "200*" will retrieve all EC numbers starting with "200".
Hovering over a ? sign displays help information for the corresponding field.
EC number:
Please respect the EC number format. For example 200-001-8.
EC name:
CAS number:
Please respect the CAS number format. For example 50-99-7 or 7732-18-5.
Molecular formula:
Ag
Search
Select
EC number
EC name
CAS number
Molecular formula
231-131-3
silver
7440-22-4
Ag
Select constituent
Cancel

If you decide to manually search for your substance, you have to clearly justify the reason why you are not using any reference number (pre-registration, inquiry or registration number).

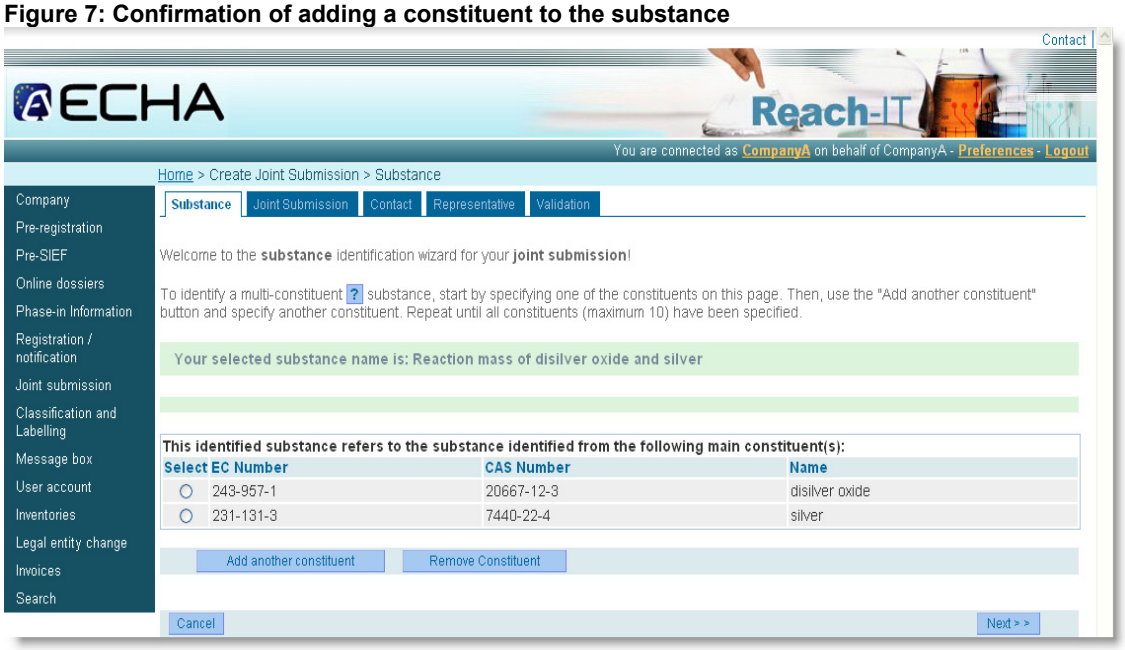
By searching via a wildcard, for example '200*', the results may exceed 500 chemicals, and you are requested to narrow your search, using more detailed fragment followed/preceded by a search wildcard (*), for example <200-0*>. Once the desired constituent has been identified, you can use the radio button to select it. By clicking <Select constituent> (Figure 5) a new constituent is added to your substance. Then REACH-IT displays an overview page with the constituent you selected (Figure 6).

Figure 6: Adding a constituent to the substance



Click on <Continue> (Figure 6) to confirm the constituent selected. If you click on <Modify>, you will be able to change your selection. Additional constituents can be added one at the time. In the substance identification page (Figure 7), the added constituent(s) are displayed.

Figure 7: Confirmation of adding a constituent to the substance



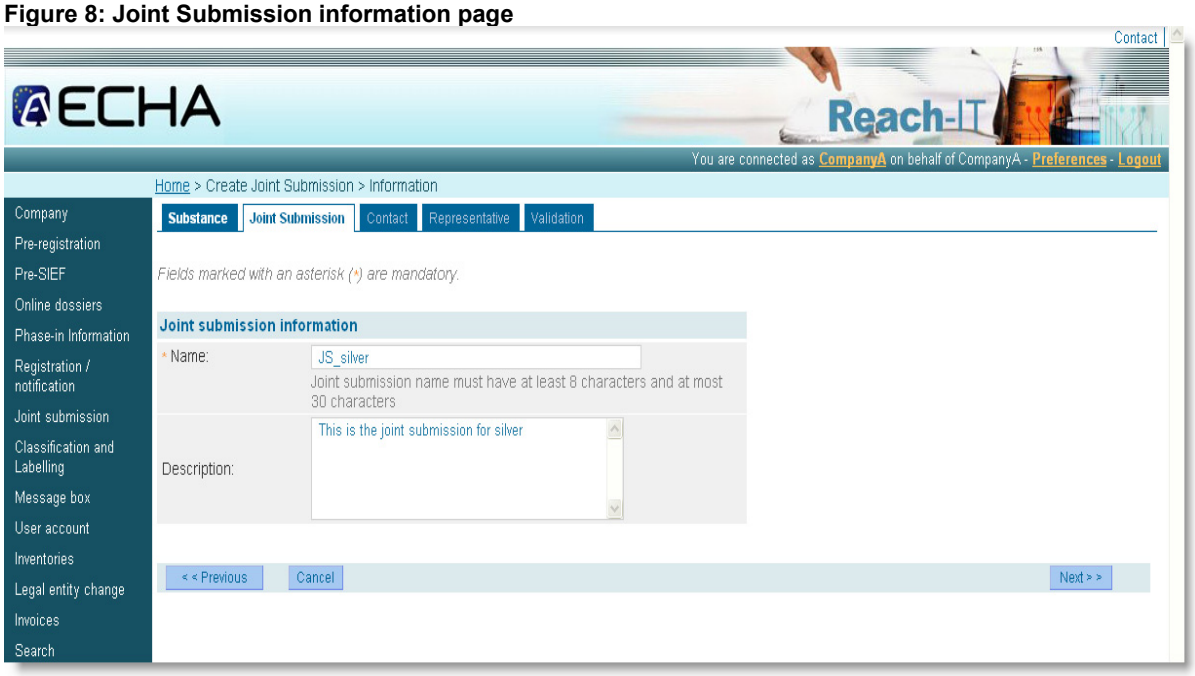
At this stage you can still add another constituent or remove a constituent. The <Add another constituent> button triggers the same steps as described earlier and the <Remove a constituent> button allows you to remove one of the previously selected constituents. Click on <Next> and the <Joint Submission> tab opens (Figure 8).

3.1.2 Step 2 – Enter the Joint Submission information

As a Lead registrant, you have to enter the name of the Joint Submission and a description of the Joint Submission (optional) (Figure 8).

The Joint Submission name must have between 8 and 30 characters.

Figure 8: Joint Submission information page



If you click on <Cancel>, the process is terminated and you are asked to confirm it. The button <Cancel> will bring you back to the creation of your Joint Submission.

If you click on <OK>, the creation of your Joint Submission is completed.

If you click on <Next>, the <Contact> page opens (Figure 9).

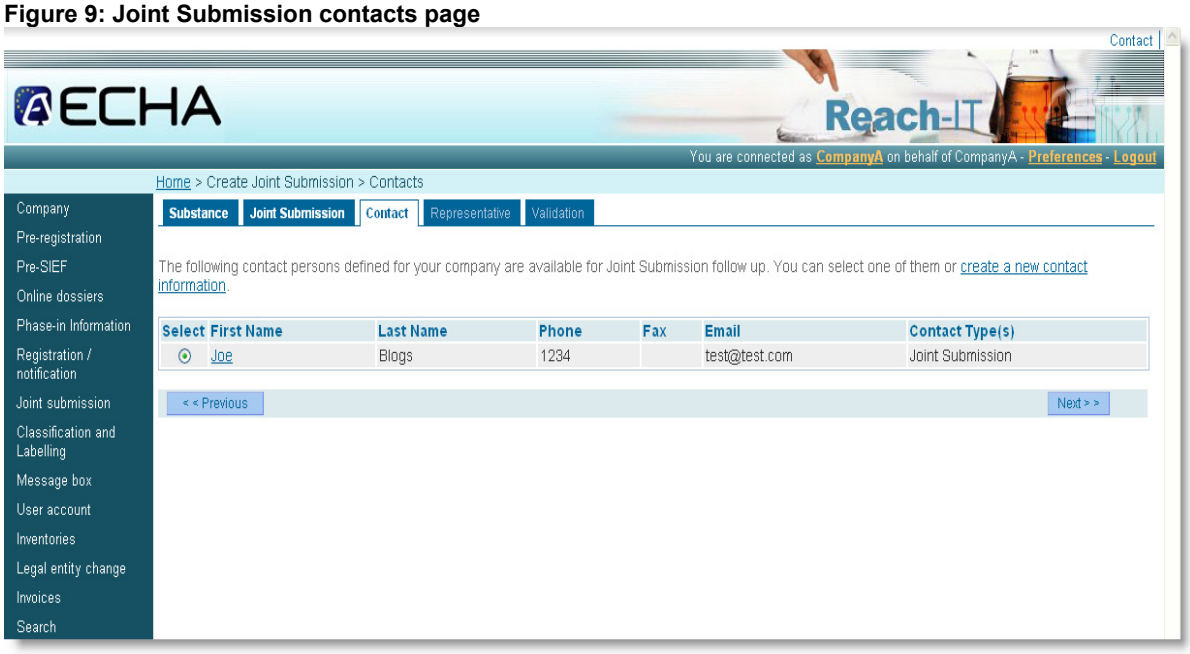
3.1.3 Step 3 – Select the appropriate contact person

A contact person, responsible for the follow-up of the Joint Submission, can be selected from the contact list (Figure 9) that was already provided in REACH-IT by the Lead company, during the company sign-up.

In addition, a new contact person can also be added (Figure 9). Click on <Create a new contact information>, to create a new specific contact person (details can be found in Industry User Manual Part 2 – Sign-up and account management).

The contact(s) created via the <create a new contact information> will automatically be assigned the role, under <Contact Type(s)>, as “Joint Submission”.

Figure 9: Joint Submission contacts page



Click on <Next> to proceed to the <Representative> tab.

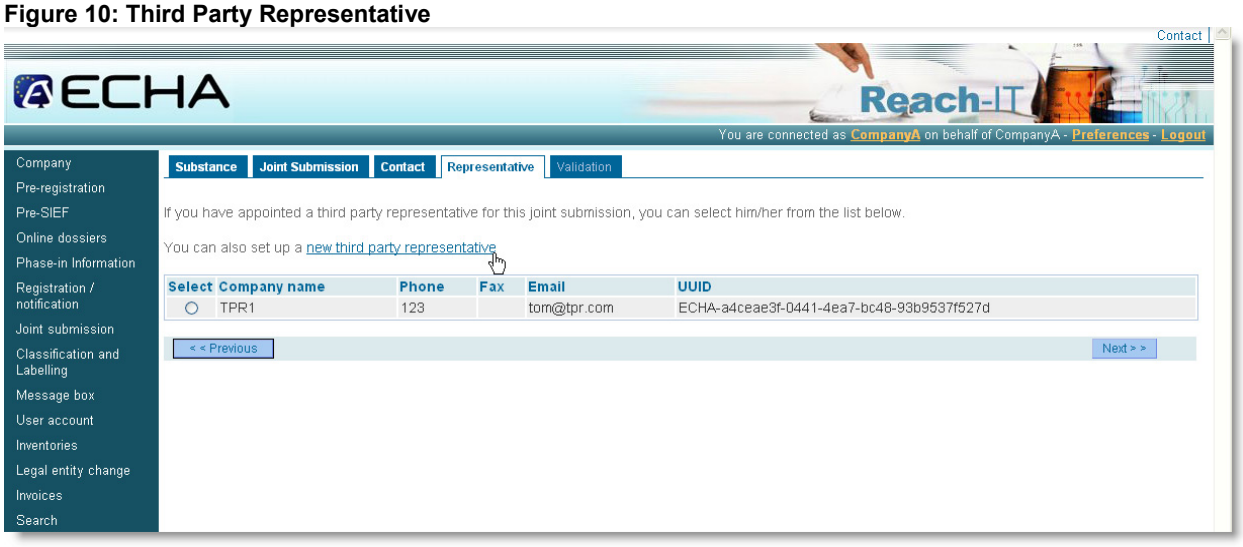
3.1.4 Step 4 – Select a Third Party Representative (optional)

Selecting to conceal your identity by using a Third Party Representative is optional.

You may choose to elect a Third Party Representative (TPR) in the <Representative> tab or you may continue to the <Validation> page by pressing <next> (Figure 10).

If you have a TPR for your substance, click on the link <new third party representative> and enter the UUID number provided by your TPR who has previously signed-up in REACH-IT.

Figure 10: Third Party Representative

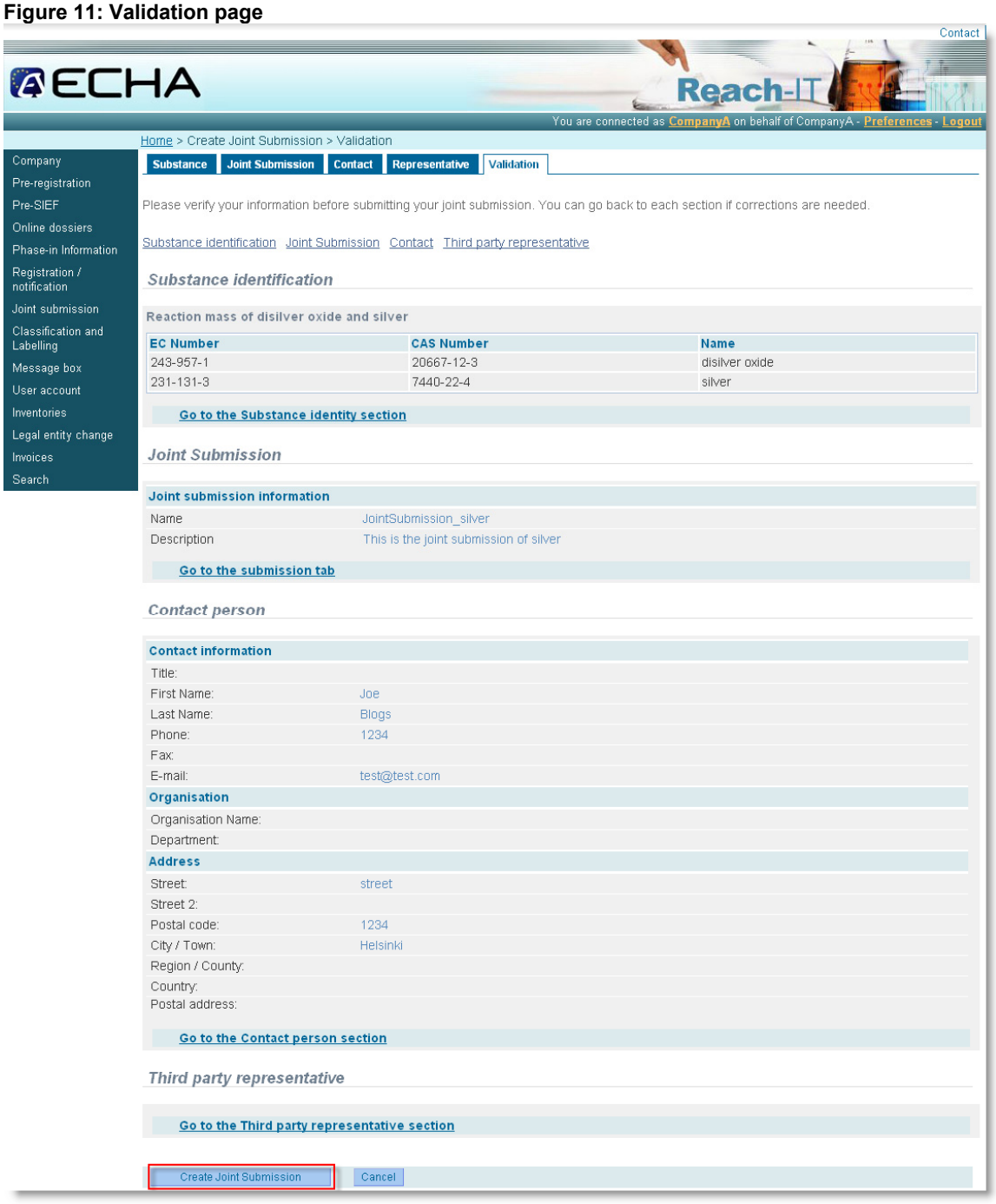


3.1.5 Step 5 – Validate creation

You, as the Lead, can check all information previously entered in REACH-IT, for the creation of the Joint Submission. Where needed, you can go back to the previous tabs (substance

identification, Joint Submission and contact person) to edit/amend information entered in each of the previous steps. Click on <Go to the Substance identity section>, <Go to the submission tab> or <Go to the Contact person section> links where appropriate (Figure 11).

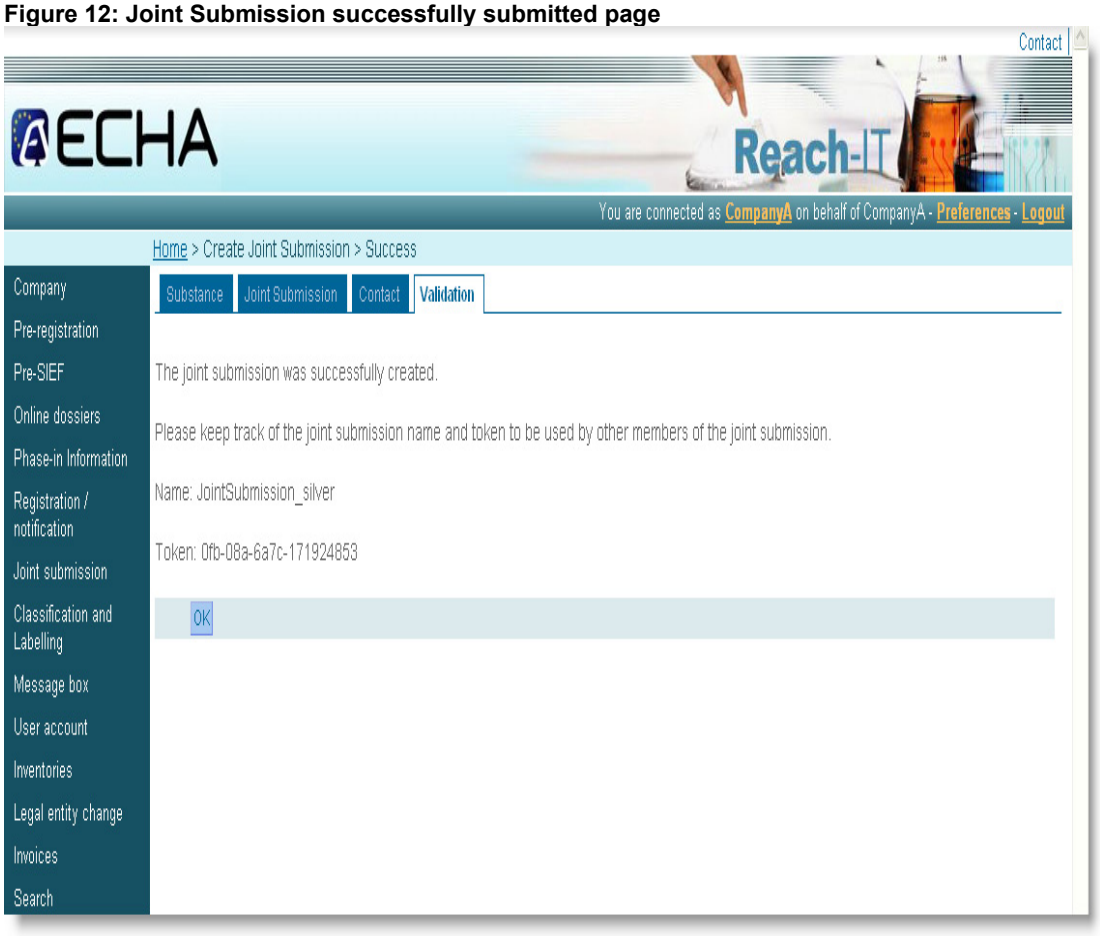
Figure 11: Validation page



When the process is complete, click on <Create Joint Submission> highlighted in red (Figure 11). If you click on <Cancel>, the process is stopped and you are asked to confirm the termination of your Joint Submission. If confirmed via the button <OK>, you terminate the creation of your Joint Submission. When the Joint Submission is then validated and created,

an information message is displayed (Figure 12) to confirm that the Joint Submission was successfully submitted.

Figure 12: Joint Submission successfully submitted page



When a new Joint Submission is created, a security token is generated.

It is your responsibility (as Lead) to communicate the token to all other Members of the Joint Submission.

Together with the token, the Lead must indicate the validity of the token to the Members of the Joint Submission.

Sharing the security token among the Members is not done in REACH-IT but via other means outside REACH-IT.

If you click on <OK>, the process is completed and you are sent to the <Joint Submission Details> page that displays all details from your newly created Joint Submission. The buttons at the bottom of this page and the management of a Joint Submission are discussed in chapter 3.3 (View Joint Submission).

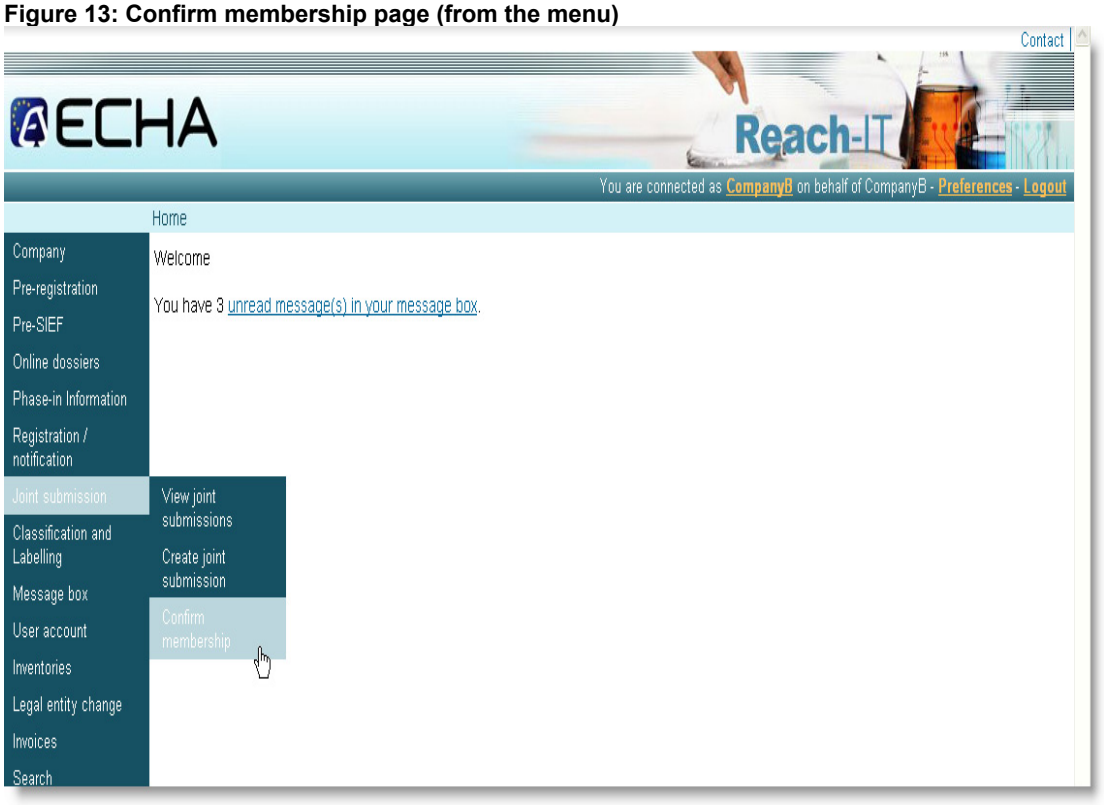
3.2 Confirm membership in Joint Submission

As a potential Member of the Joint Submission you have to confirm your membership via the REACH-IT application, in order to become a Member.

As a pre-requisite, the Member must have received the exact name of the Joint Submission and the security token from the Lead.

To confirm your membership click <Joint submission> (from the menu in REACH-IT) followed by <Confirm membership> (Figure 13).

Figure 13: Confirm membership page (from the menu)



3.2.1 Step 1 – Enter Joint Submission name and security token

The <Token> page (tab) opens (Figure 14). You (the Member) have to insert the **exact** name of the Joint Submission and the security token into the appropriate mandatory entry fields (*).

Figure 14: Security Token page

You can NOT proceed further if there is a mismatch between the name of the Joint Submission and the token.

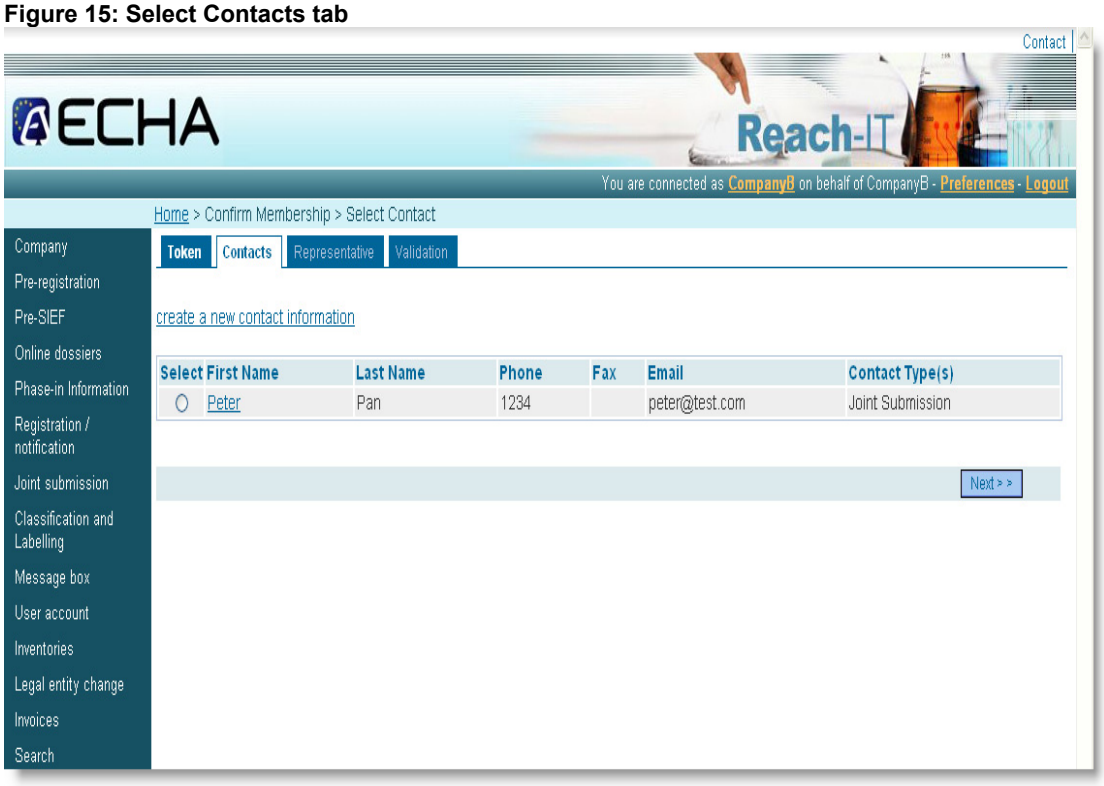
In case of mismatch, you may either try again to enter the correct name and/or token (maximum number of attempts is 5), or you might contact the Lead to provide you with a new or up-to-date security token.

Click on <Next> to proceed to the next page <Contacts> (Figure 15). If you click <Back to home>, you are sent back to the REACH-IT homepage.

3.2.2 Step 2 – Indicate contact

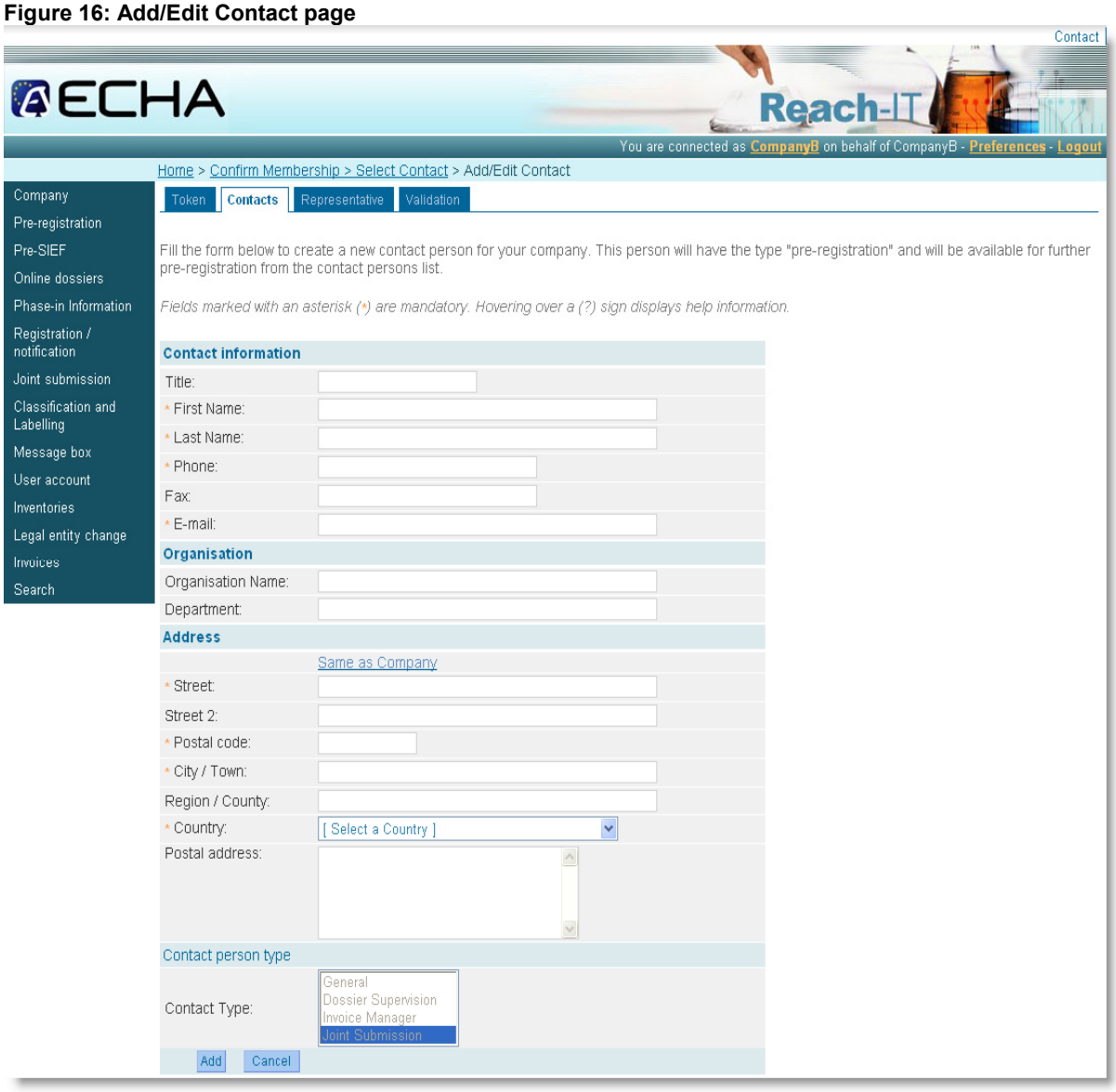
In the <Contacts> page (Figure 15), you can either select the contact person responsible for the Joint Submission from the present list of contacts (entered during the REACH-IT sign-up procedure) or create a new contact. After selecting a contact via the radio button, click on <Next> to confirm that this contact will be used in this Joint Submission. If you want to define a new contact person, click <create a new contact information>.

Figure 15: Select Contacts tab



When you click on <create a new contact information>, an additional page opens giving you the possibility to add all relevant contact information (Figure 16). You will need to fill in all mandatory entry fields that are marked with an asterisk (*). Note that in <Contact Type>, the field <Joint Submission> is selected by default as is shown in the enlargement in Figure 17. When you have completed all the appropriate fields, click on <Add> to create the new contact.

Figure 16: Add/Edit Contact page



Note that the use of the <Cancel> button will terminate the creation of a new contact. Further information about contact types can be found in the 'Industry User Manual Part 2 - Sign-up and account management', available from the ECHA website.

Figure 17: Contacts page – contact person type

Then select the newly created contact for the Joint Submission and click on <Next> to proceed to the next tab <Representative>.

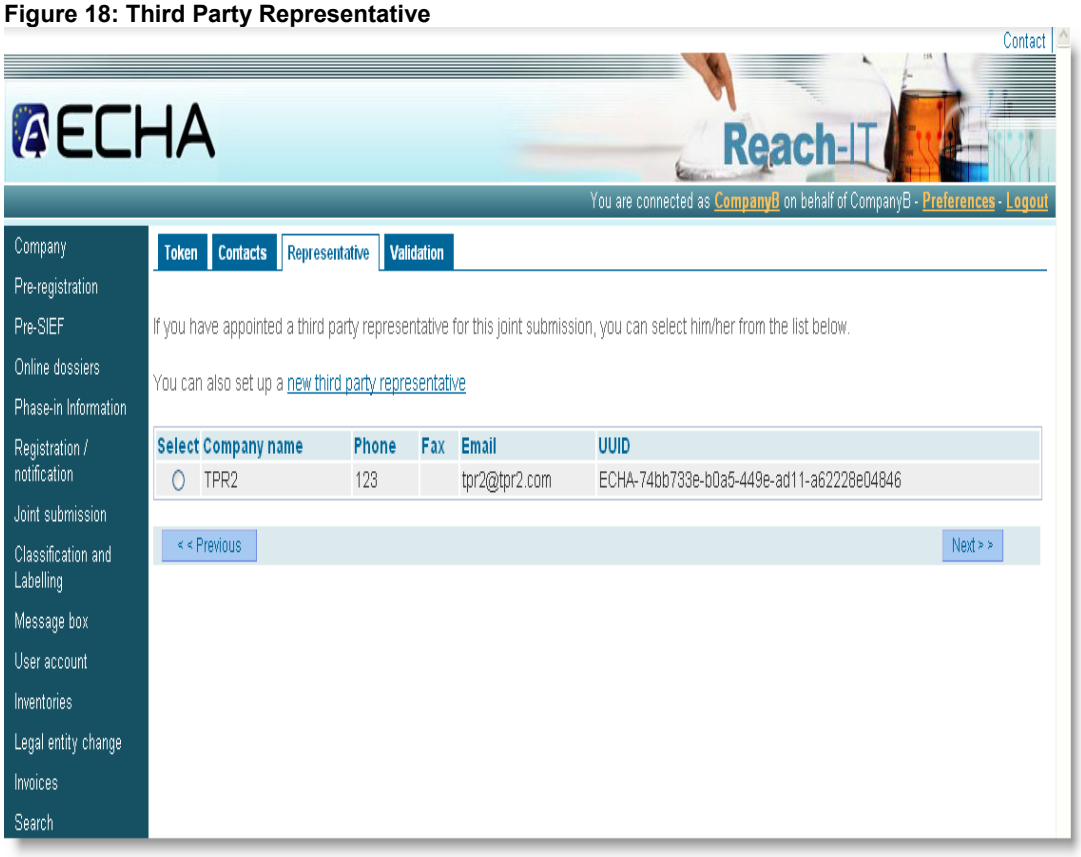
3.2.3 Step 3 – Select Third Party Representative (optional)

Selecting to conceal your identity by using a Third Party Representative is optional.

You may choose to elect a Third Party Representative (TPR) in the <Representative> tab or you may continue to the <Validation> page by pressing <next> (Figure 18).

If you have a TPR for your substance, click on the link <new third party representative> and enter the UUID number provided by your TPR who has previously signed-up in REACH-IT.

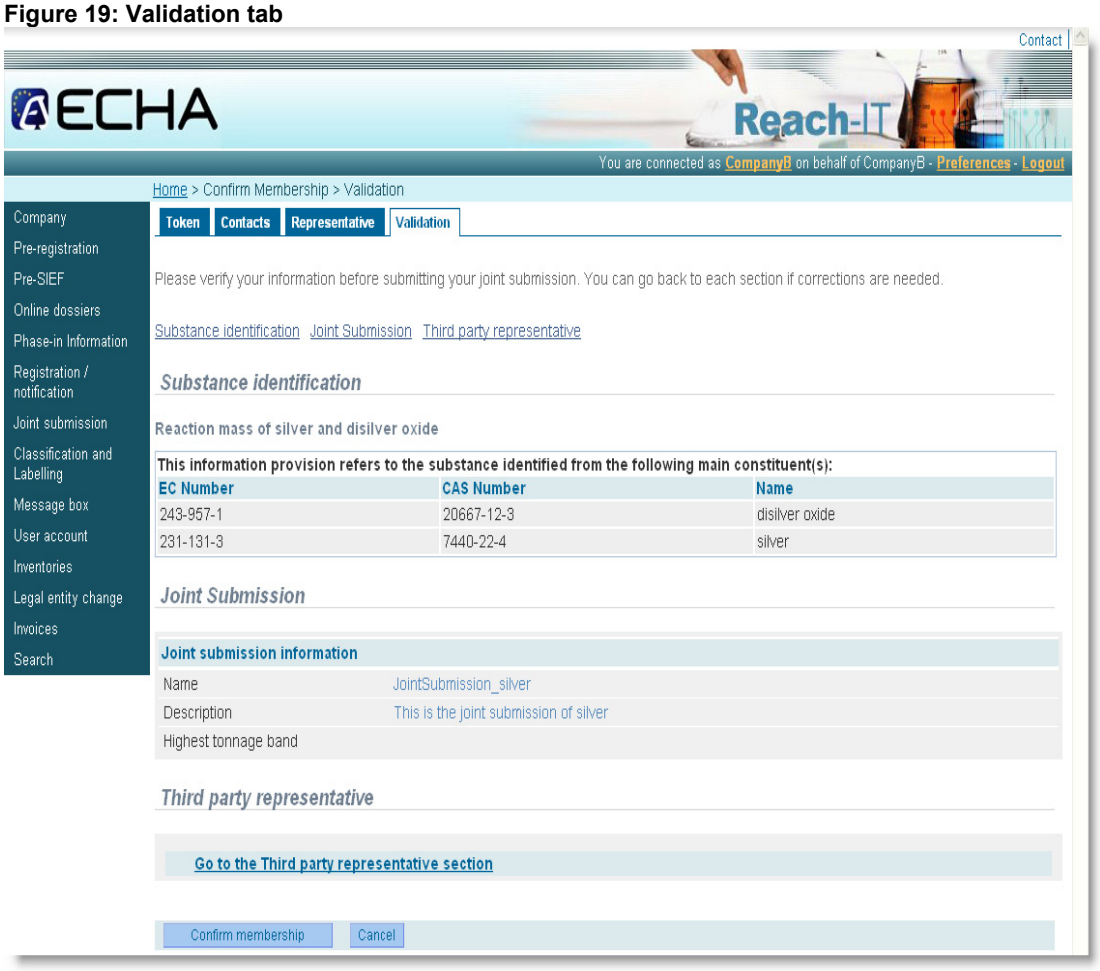
Figure 18: Third Party Representative



3.2.4 Step 4 – Validate confirmation of membership

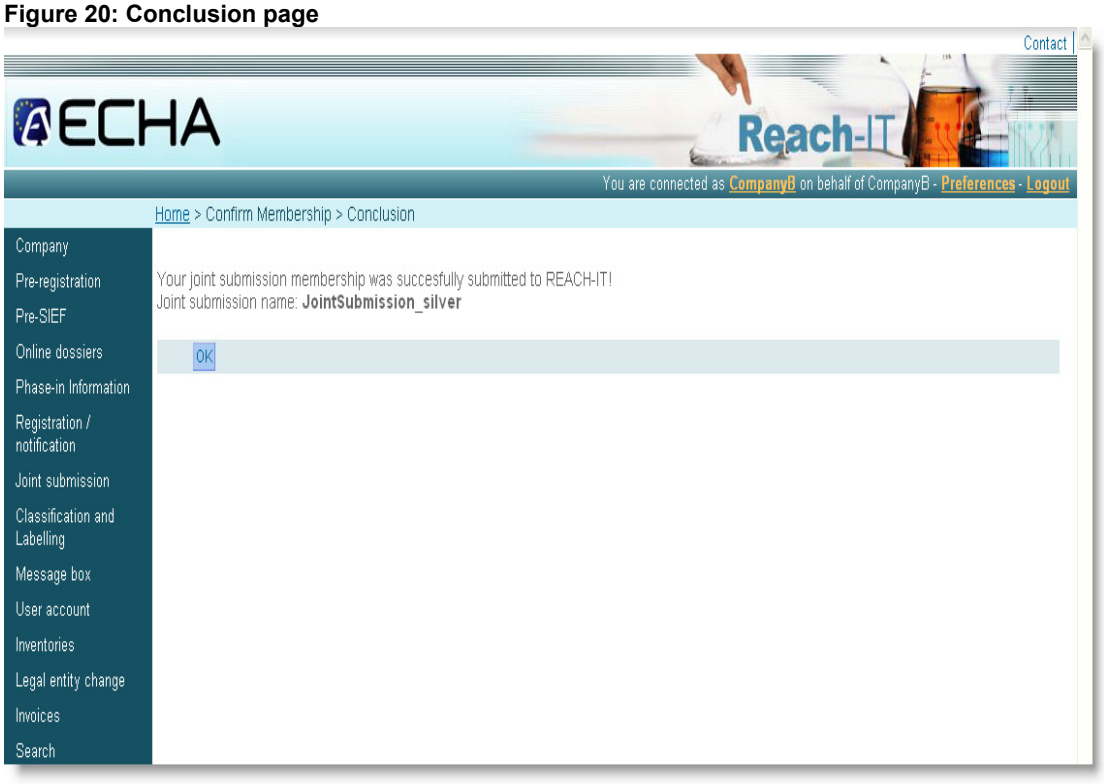
The validation page creates an overview, where you can validate each part of the previously entered specific information, such as <Substance identification>, <Joint Submission>, or <New third party representative> information (Figure 19).

Figure 19: Validation tab



After having carefully evaluated the submitted information, click on <Confirm membership> to confirm your Joint Submission membership. A confirmation message is displayed (Figure 20). If you click on <Cancel>, REACH-IT will cancel your confirmation and take you to the home page.

Figure 20: Conclusion page

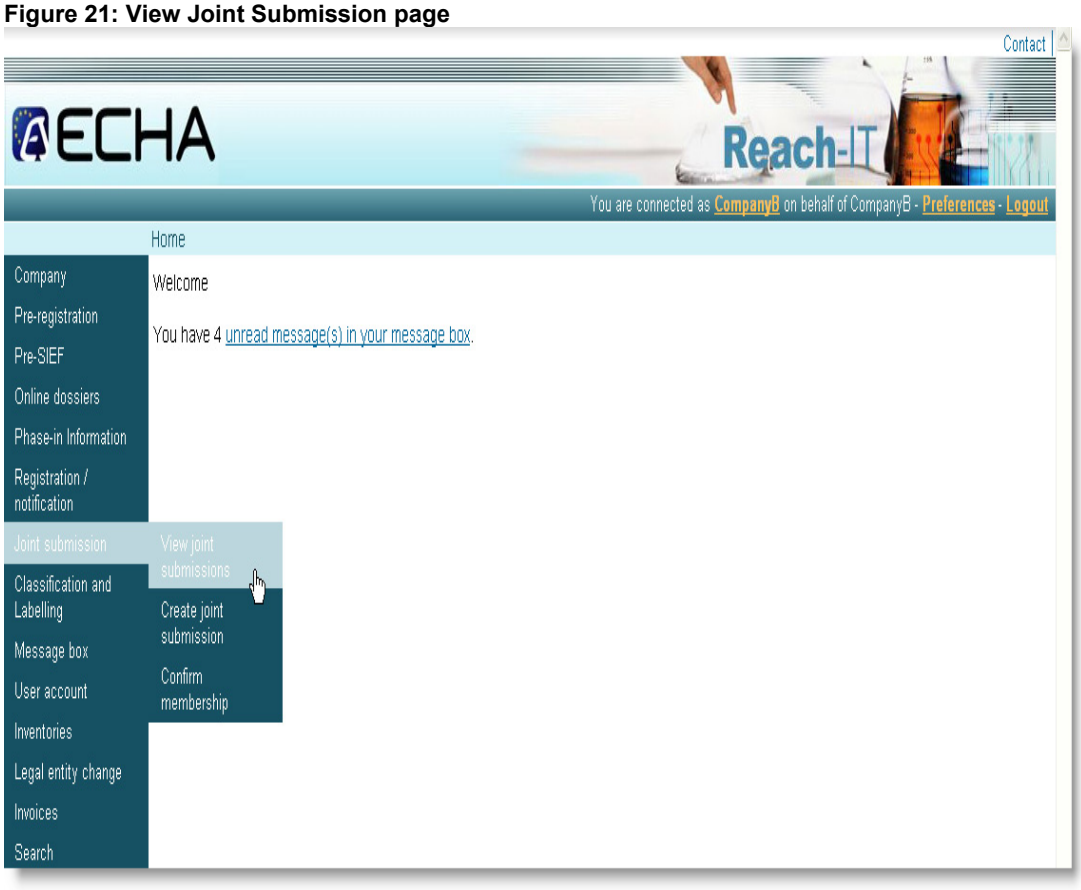


If you click on <OK>, the process is completed and you are sent to the <Joint Submission Details> page that displays all details for your newly created Joint Submission. The buttons at the bottom of this page and the management of a Joint Submission are discussed in chapter 3.3 (View Joint Submission).

3.3 View Joint Submission

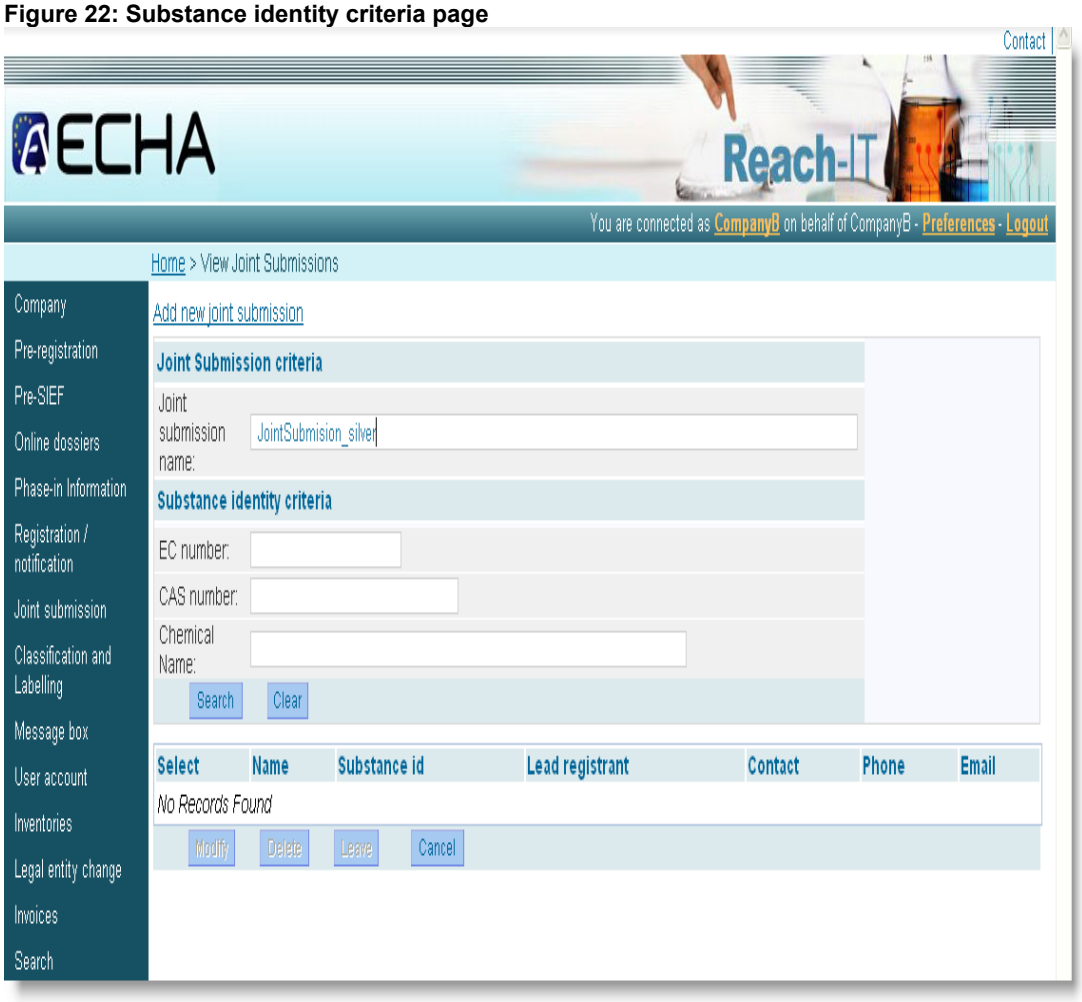
Whether your company is the Lead or a Member of one (or more) Joint Submission(s), REACH-IT allows you to consult the complete list of your Joint Submissions. From the REACH-IT home page, click on <Joint submission> and on <View joint submissions> (Figure 21).

Figure 21: View Joint Submission page



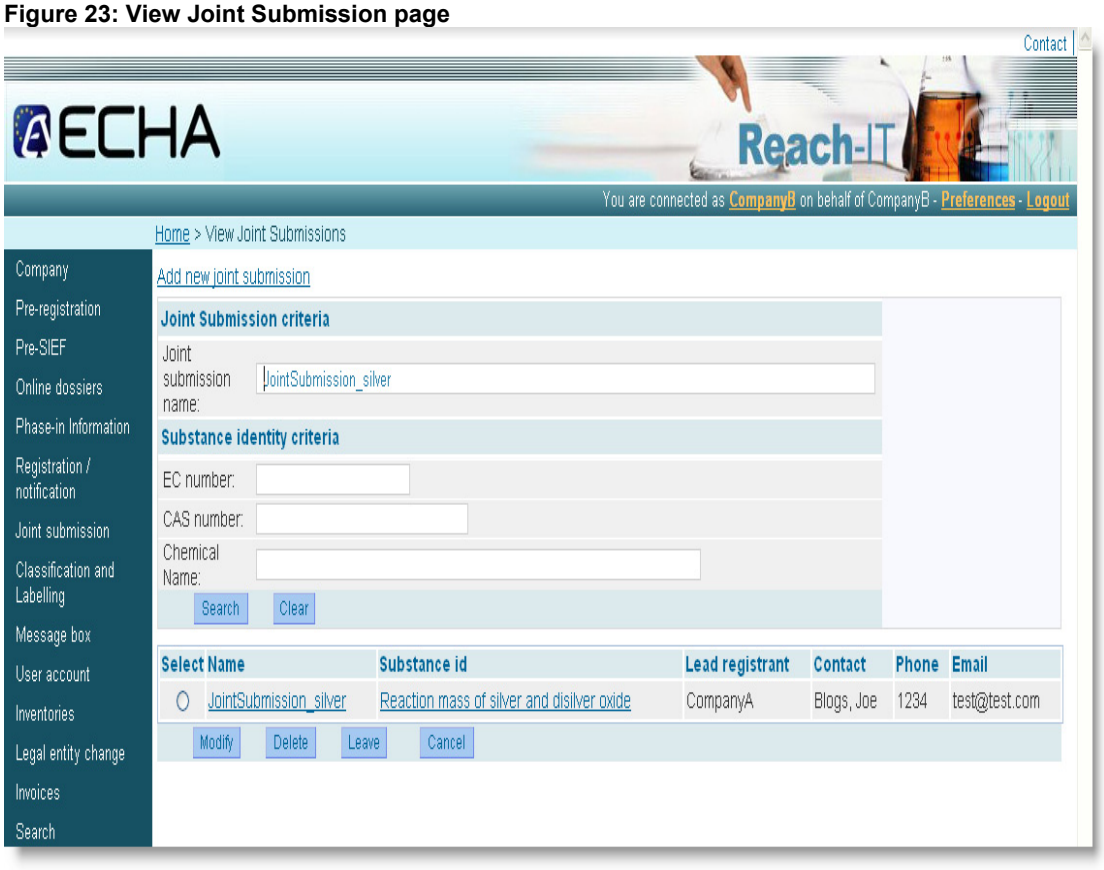
A search option becomes available (Figure 22), to search either by <Joint submission name>, <EC number>, <CAS number> or <Chemical Name>.

Figure 22: Substance identity criteria page



Fill in the information in the relevant fields and click on <Search>,. REACH-IT will then display the full list of your Joint Submission already entered in REACH-IT. More information about searching, using the wildcard asterisk (*), can be found in the 'Industry User Manual Part 9 – Advanced search' available from the ECHA website.

Figure 23: View Joint Submission page



After selecting one Joint Submission from the list (click the radio button on the left), you, as Lead or Member, may take one of the following 4 actions: <Modify>, <Delete>, <Leave> or <Cancel>.

<**Modify**> allows you to modify the contact details and select the contact that you will use in this Joint Submission.

<**Delete**> results in the deletion of the Joint Submission if you are the Lead and all other Members have left the Joint Submission. If a Member is still active REACH-IT will prompt you that this Joint Submission has confirmed memberships and cannot be deleted.

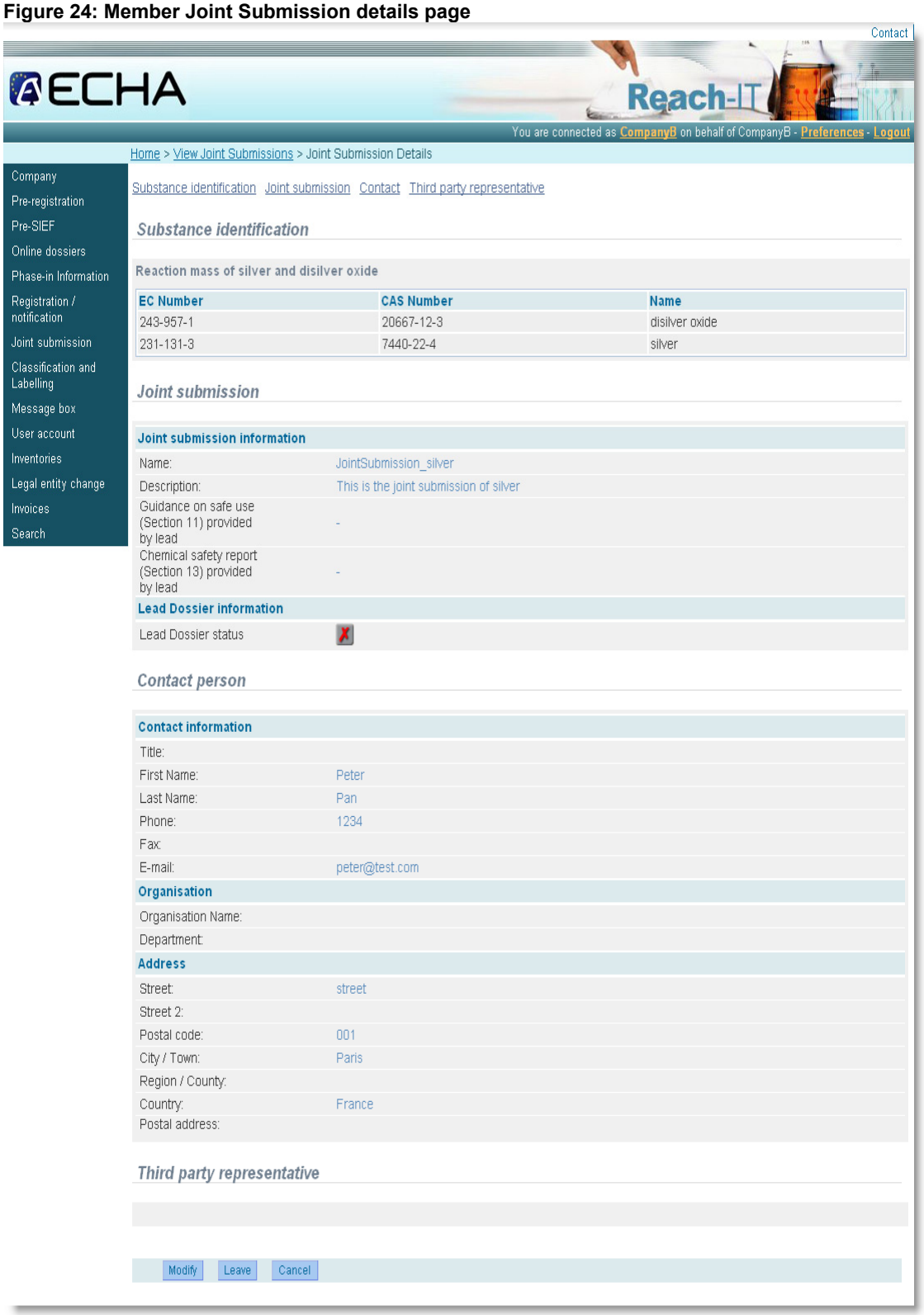
<**Leave**> is used if, you, as a Member, plan to leave the Joint Submission. Note that the Lead can not use the leave button until another Member has taken over the Lead role.

<**Cancel**> takes you back to the REACH-IT home page.

Both the Lead and Members get appropriate internal messages when Members leave or when the Lead assigns another Lead.

Finally, click on the Joint Submission link under the column <Name> or <Substance id>, if you want to view the details of the corresponding Joint Submission. The details page shows different levels of information for the Member (Figure 24) and the Lead (<Assign New Lead> is used to transfer the Lead assignment to a Member of the Joint Submission (more information in chapter 3.3.1), while <Manage Token> is used to reset the counter for the Member that exceeded the maximum amount of attempts.
Figure 25) but both cover the <Substance identification>, <Joint submission>, <Contact> and <Third party representative>. The Lead can additionally view member details under <Joint submission members>. This functionality is not available to Members.

Figure 24: Member Joint Submission details page



⚠ Note that the Lead dossier status may be depicted by either a red cross or a green tick mark. The red cross indicates that the Lead dossier has not been submitted and accepted for processing (Figure 24). Members will only be able to submit their dossier when the cross is replaced by a green tick.

Additional buttons (functionalities) are available on the details page for the Lead only, for example <Assign New Lead> and <Manage Token> (Figure 25). They are **not** available for Members of the Joint Submission.

<Assign New Lead> is used to transfer the Lead assignment to a Member of the Joint Submission (more information in chapter 3.3.1), while <Manage Token> is used to reset the counter for the Member that exceeded the maximum amount of attempts.

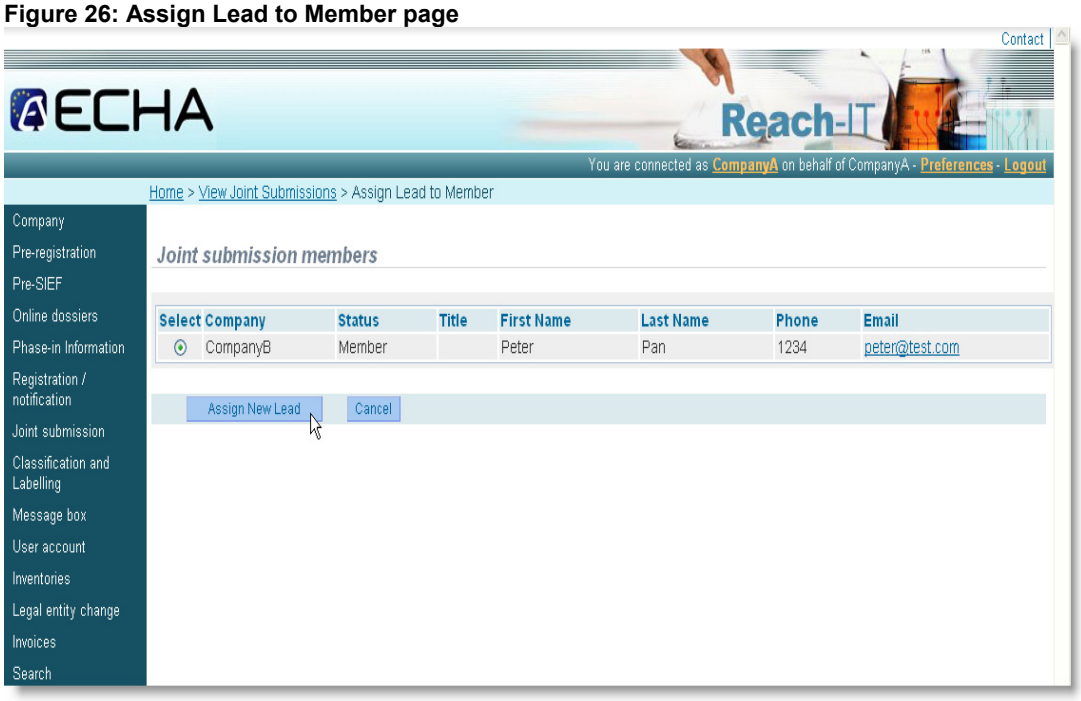
Figure 25: Lead registrant Joint Submission page - Specific buttons (functionalities)

3.3.1 Assign New Lead functionality

The current Lead may transfer the Lead role in the Joint Submission (Figure 26), and may assign this role to any of the other Members of the Joint Submission.

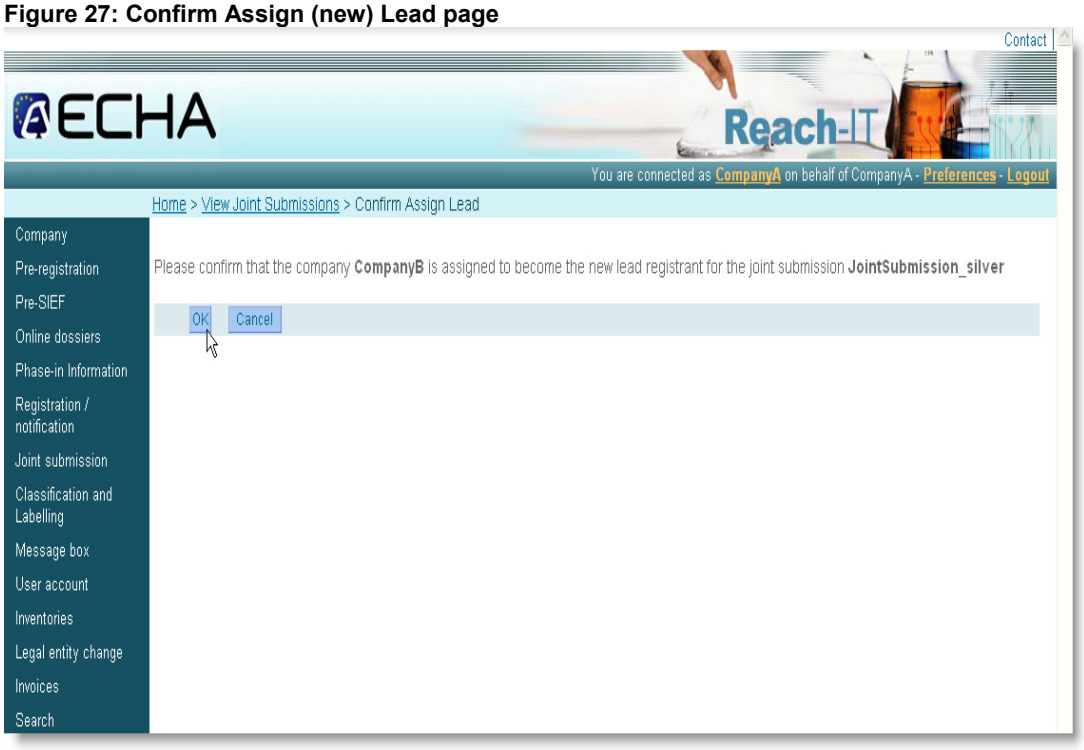
To perform the transfer, you, as the current Lead, have to select one of the Members of the Joint Submission (via the radio-buttons, on the left) and then click on <Assign New Lead>.

Figure 26: Assign Lead to Member page



REACH-IT prompts the user, before assigning the Lead role to a Member of the Joint Submission, to confirm the change (Figure 27). If you as the current Lead agree to the re-assignment of a new Lead, click on <OK> (Figure 27), after which the new Lead becomes active. However, the assignee must first accept the role of Lead before he effectively becomes the new Lead of the Joint Submission. If the button <Cancel> is clicked, the process will be cancelled and you will be directed back to the details page.

Figure 27: Confirm Assign (new) Lead page



When the initial Lead has activated the change, the potential new Lead registrant will see a new button <Confirm Lead> in his Joint Submission (Figure 28), prompting confirmation of taking over the role of Lead in the Joint Submission.

The new Lead assignment can still be changed until the selected company has confirmed its assignment.

Figure 28: Confirmation button for the new Lead

Once the initial Lead has assigned the Lead role to one of the Members (assignee) in the Joint Submission, the button <Take lead> becomes available to this Member.

Click on <Confirm Lead>, if you, as the newly appointed Lead registrant, accept to become the new Lead (Figure 28). As a consequence, you will become the active Lead and a confirmation message is displayed (Figure 29). Click on <OK> for the final confirmation, or on <Cancel> to terminate the new Lead acceptance.

Figure 29: Accept Lead page

Contact
ECHA
Reach-IT
You are connected as CompanyB on behalf of CompanyB - Preferences - Logout
Home > View Joint Submissions > Accept Lead
Company
Pre-registration
Pre-SIEF
Online dossiers
Phase-in Information
Registration / notification
Joint submission
Classification and Labelling
Message box
User account
Inventories
Legal entity change
Invoices
Search
By clicking on the Confirm button, you will confirm your assignment as the new lead registrant of the joint submission JointSubmission_silver. If you do not want to become the new lead registrant of this joint submission, please click on the Cancel button.
OK
Cancel

The newly assigned Lead does not legally become the Lead until he has:

1. Confirmed his role as Lead in the joint submission, and
2. Successfully submitted a Lead registration.

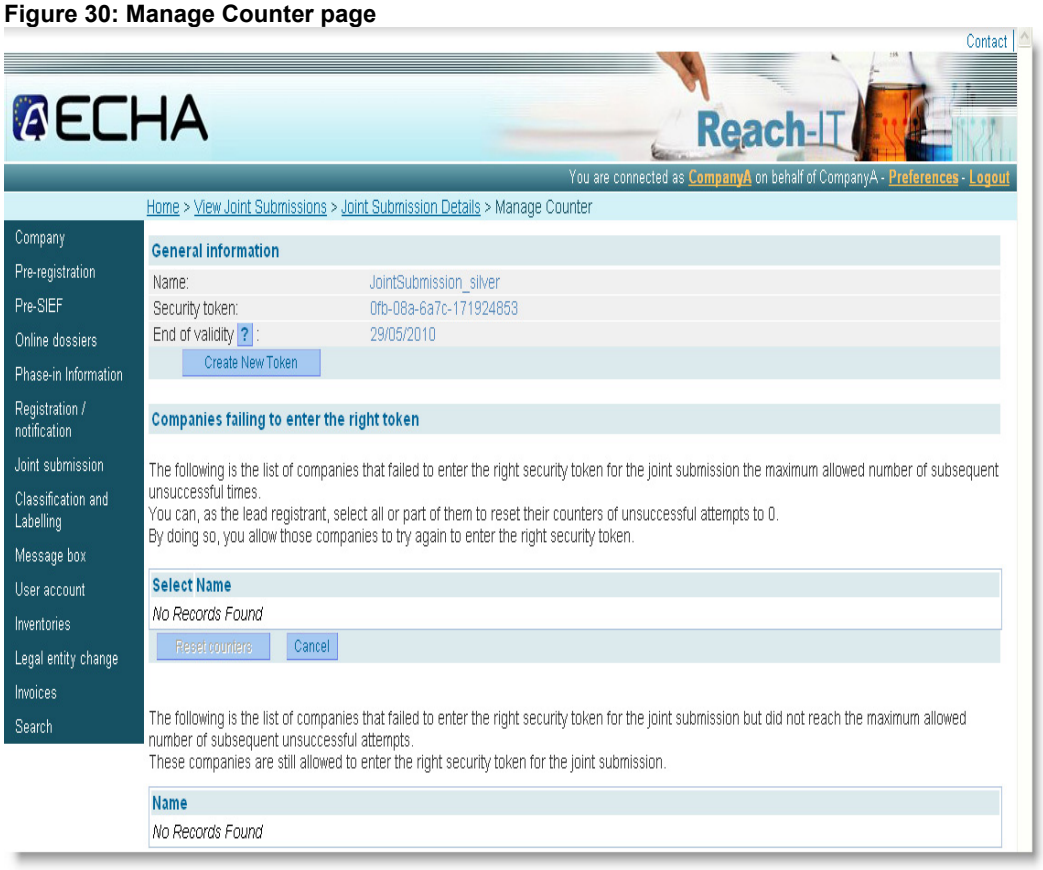
However, until both the above conditions are fulfilled, the initial Lead is still legally considered the legal Lead for the joint submission and remains responsible for the content of the lead registration which he originally submitted.

3.3.2 Manage token functionality

As the Lead of a Joint Submission, REACH-IT allows you to manage the token, and to have an overview on e.g. which company failed to enter the right token more than the maximum allowed attempts. Furthermore REACH-IT allows you to check which company failed to enter the right security token for the Joint Submission but did not reach the maximum allowed number of attempts.

The <Manage token> functionality (Figure 25), available for the Lead in the <View joint submissions> details page, gives the possibility to either reset the counters or create a new token. If you click on the <Manage token> button, you will be directed to the <Manage counter> page where you may perform these functions (Figure 30).

Figure 30: Manage Counter page


Contact
ECHA
Reach-IT
You are connected as CompanyA on behalf of CompanyA - Preferences - Logout
Home > View Joint Submissions > Joint Submission Details > Manage Counter
Company
Pre-registration
Pre-SIEF
Online dossiers
Phase-in Information
Registration / notification
Joint submission
Classification and Labelling
Message box
User account
Inventories
Legal entity change
Invoices
Search
General information
Name: JointSubmission_silver
Security token: 0fb-08a-6a7c-171924853
End of validity ? : 29/05/2010
Create New Token
Companies failing to enter the right token
The following is the list of companies that failed to enter the right security token for the joint submission the maximum allowed number of subsequent unsuccessful times.
You can, as the lead registrant, select all or part of them to reset their counters of unsuccessful attempts to 0.
By doing so, you allow those companies to try again to enter the right security token.
Select Name
No Records Found
Reset counters
Cancel
The following is the list of companies that failed to enter the right security token for the joint submission but did not reach the maximum allowed number of subsequent unsuccessful attempts.
These companies are still allowed to enter the right security token for the joint submission.
Name
No Records Found

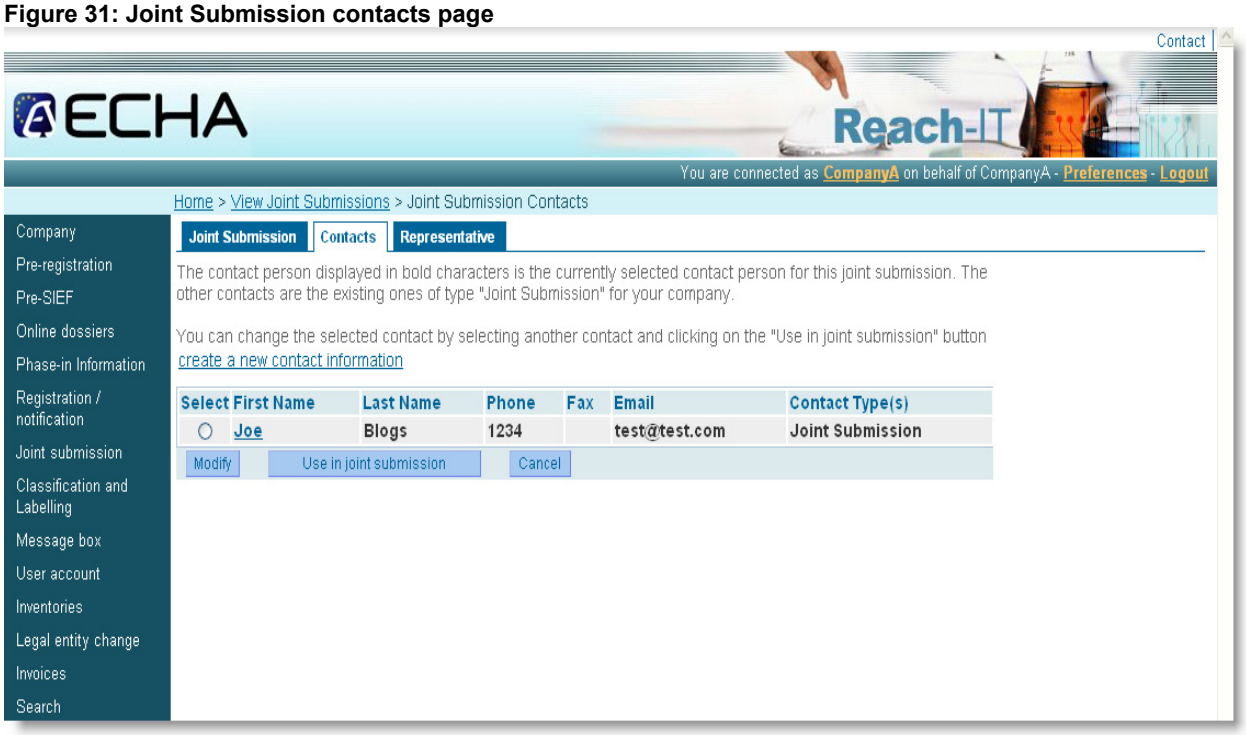
If the Member uses the correct Joint Submission name, but uses the incorrect token, and exceeds the maximum amount of attempts, he will be prompted to contact the Lead to reset his counter.

If the Member uses the incorrect Joint Submission name, and correct or incorrect token, and exceeds the maximum of attempts, REACH-IT will prompt the Member to contact ECHA to reset his counter.

3.3.3 Modify contact details in the Joint Submission

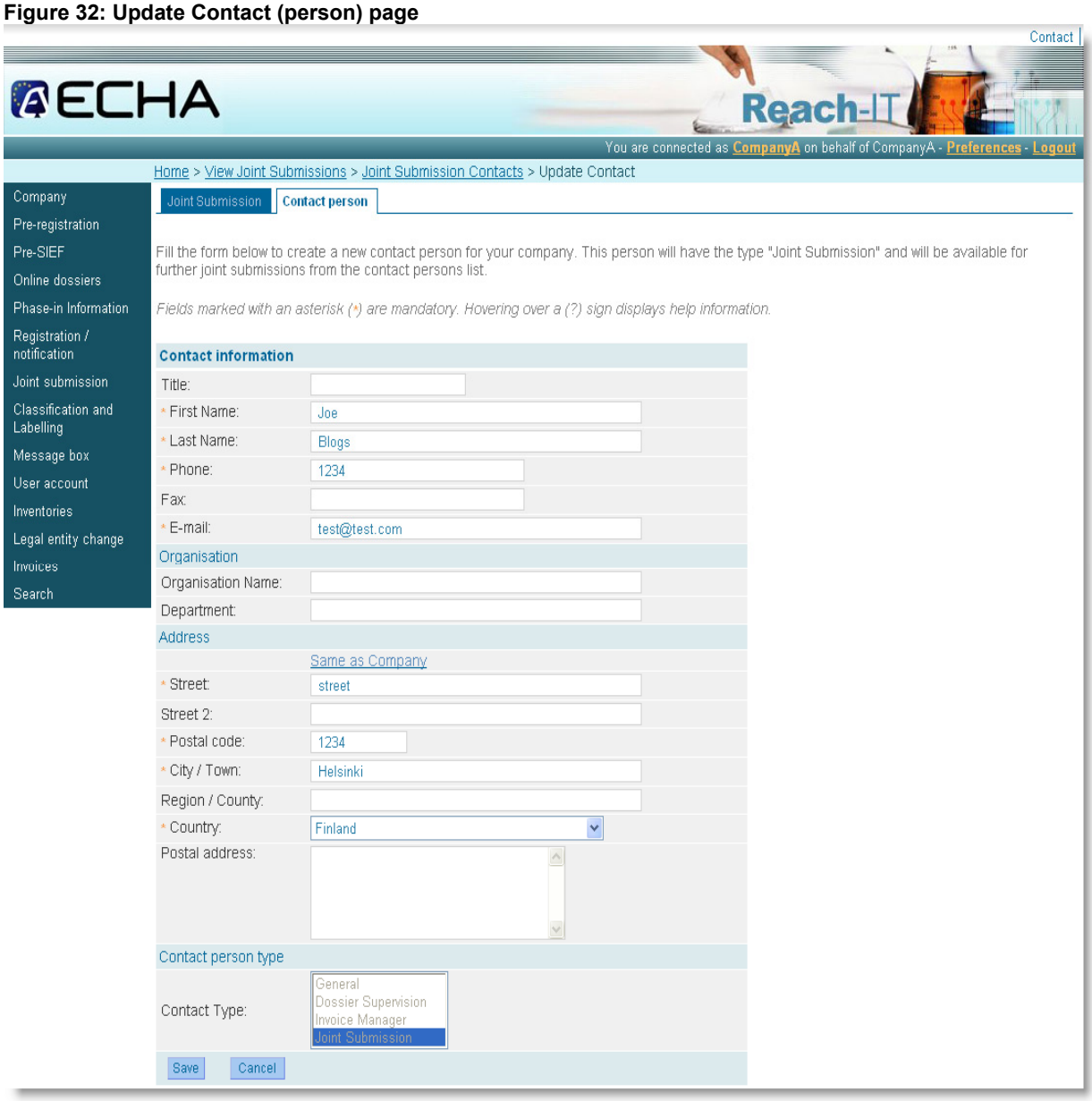
At the bottom of the <View joint submissions> page, click on <Modify> to change the details of the Joint Submission and contacts for your company. As a preliminary step, you first need to select, from the list of contacts (via the radio-buttons on the left), the contact you want to modify (Figure 31). Then click on <Modify>.

Figure 31: Joint Submission contacts page



A modification page will be displayed (Figure 32). Amend, where necessary, at least all the mandatory fields. If you want to indicate another contact to be used for this Joint Submission, you will have to click the <Use in joint submission> and fill in all mandatory fields (Figure 32).

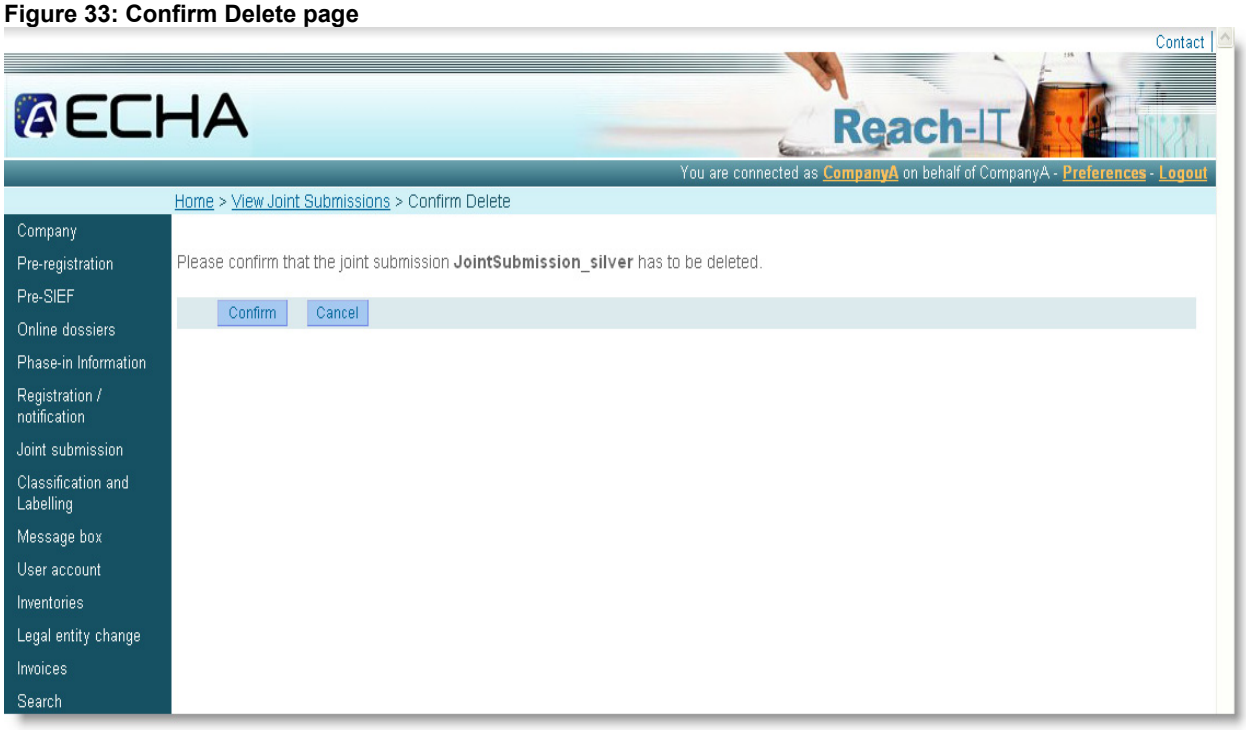
Figure 32: Update Contact (person) page



3.3.4 Delete a Joint Submission

From the <View joint submissions> page (Figure 25), click on <Delete> in order to delete the complete Joint Submission from the REACH-IT system. REACH-IT will prompt you for a confirmation of the deletion of the current Joint Submission (Figure 33).

Figure 33: Confirm Delete page



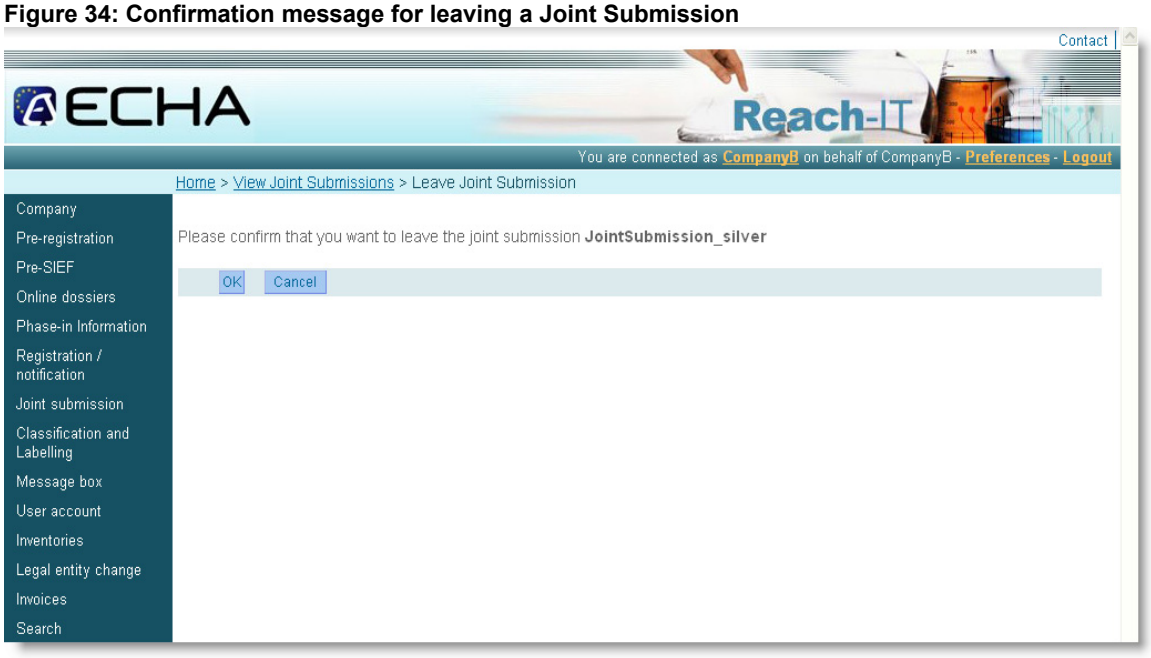
The Lead can not delete a Joint Submission while there are active Members.

A Joint Submission can only be deleted by the Lead, and only if all Members have left the Joint Submission (using the <Leave> button in their Joint Submission).

3.3.5 Leave a Joint Submission as a Member

As a Member, click on <Leave> from the <View joint submissions> page if you wish to leave the Joint Submission. REACH-IT will prompt you for a confirmation of leaving this Joint Submission (Figure 34). You can leave a Joint Submission at any given point in time.

Figure 34: Confirmation message for leaving a Joint Submission



3.3.6 Leave the Joint Submission as a Lead

The Lead is NOT allowed to leave the Joint Submission unless he assigns the Lead role to another Member and the Member accepts the Lead assignment (see chapter 3.3.1 for details).

3.3.7 Take the Lead of a Joint Submission

The button <Take lead> provides the assigned Member with the possibility to take the Lead role of a submission (see chapter 3.3.1 for details).

The discussion concerning which Member takes the Lead, should be undertaken among the Members (outside REACH-IT).

After the assigned Member has taken the leadership by using the <Confirm Lead>, a confirmation action is required to become the Lead registrant.

European Chemicals Agency, PO Box 400, Annankatu 18, FI-00121 Helsinki, Finland. **http://echa.europa.eu**